



## INSTRUCTIONS FOR PRESENTERS: INVITED SPEAKER

ESMO looks forward to seeing your presentation as invited Speaker and thanks you in advance for your cooperation in following these guidelines:

- Your presentation must be prepared in **PowerPoint 2010, 2013 or 2016 (MS Windows)** and provided on an **USB-removable drive**.
- Macintosh presentations (i.e. KeyNote) cannot be accommodated, unless saved as to a PC-formatted USB stick.
- Set the slide size to **“Widescreen 16:9”** and **landscape orientation**: Portrait orientation will not be displayed properly.
- Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure that you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- As a general rule, you should not present more than 1 slide per minute. Visual material supports your lecture and should not be the transcription of it.
- You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT or preferably PPTX show with your video attachment in the same folder and then copy the folder to the USB-removable drive including all elements.
- Include duplicate(s) if you intend to use a page more than once in the course of your presentation and insert the duplicate slide in the correct sequence of the presentation.
- To avoid any compatibility problems, please do not use special characters (i.e. ", Ö, Ø, ñ, ?, ®, ý, }, { etc) and please do not use spaces to name your presentation or movie files.
- We recommend that you keep a copy of your presentation with you at the time of the presentation, should a problem occur. Furthermore, please have the presentation printed on paper, for reference during the lecture.
- A Congress PowerPoint template has been prepared. Should you choose to use it, please download it from the **Presenter Information section** on the ESMO Sarcoma & GIST Symposium 2020 website.

### **UPLOAD OF YOUR PRESENTATION**

- You are requested to check-in your final presentation on your USB-removable drive at the **Speaker Centre**, located in the **Gonzaga room**, next to the main session room Washington A & B **no later than 2 hours before the start of the session** during which you will give the presentation. If your session starts at 08:30 in the morning, please check-in your presentation by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the ESMO Scientific Programmes Department before the Congress.

- Computers will be available at the Speaker Centre for a final check of your presentation before upload. Once the presentation has been checked, the Congress technical staff will be responsible for delivering it to the auditorium in time for your presentation.
- All session rooms are equipped with computers, beamers, microphones, laser pointers and lecterns.
- Presentations cannot be uploaded directly on laptops in the session rooms.
- Personal laptops cannot be used in the session rooms.
- Technicians in the auditoria will NOT be able to receive presentations for upload directly from you.

#### **PRESENTATION PROPERTY & DISCLOSURE**

- All material used in your presentation will remain your property and will not be re-used by ESMO without your permission. However, you will be requested to allow your slides to be included in the Congress webcast.
- ESMO policy requires that you make a statement at the beginning of your presentation revealing:
  - any financial interest in, or arrangement with, a company whose products or services are discussed in your presentation
  - any financial interest in, or arrangement with, a competing company
  - any other financial connections, direct or indirect, or other situations that might raise the question of bias in the work reported or conclusions, implications, or opinions states – including pertinent commercial or the sources of funding for the individual presenter or for the associated department or organization, personal relationship, or direct academic competition
  - you have no conflicts of interests to declare
- If the study has received funding, this must also be acknowledged at the beginning of your presentation: “Study sponsored by...”

#### **IMPORTANT NOTICE**

In order to respect ESMO compliance policy for scientific balance and impartiality, ESMO will assign auditors to all presentations given during the official ESMO Sarcoma & GIST Symposium 2020 programme. This will apply to all presentations made throughout both the educational and scientific program.

Slides may not present a commercial bias or use clearly identifiable commercial templates. The ESMO reviewers will be responsible for advising the Scientific Committee of any inappropriate commercial bias, promotion or branding unless clearly stated in a balanced and objective manner.