

## INSTRUCTIONS FOR INVITED SPEAKER

We look forward to seeing your presentation in the ESMO Asia Virtual Congress 2020 and thank you in advance for your co-operation in following these guidelines:

- Your presentation must be prepared in **PowerPoint** 2010, 2013 or 2016 (MS Windows with **.pptx extension**).
- Macintosh presentations (i.e. KeyNote) cannot be accommodated.
- 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 and must be embedded in 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.
- A Congress PowerPoint template has been prepared and is available in this Presenter Information section.
- Due to current scrutiny regarding financial transparency, **IT IS STRICTLY MANDATORY** that you include a **disclosure slide** at the start of the presentation, even if only to confirm that you have no conflicts of interest to declare (please see below for more information).

### UPLOAD OF YOUR PRESENTATION

ACS audiovisual solutions has been appointed as the official company managing speaker presentation recordings for the ESMO Asia Virtual Congress 2020.

You will receive a personalised email inviting you to book your recording, and further information will be sent together with confirmation of your virtual recording appointment.

Questions regarding this procedure may be addressed to [esmovirtual2020@acsaudiovisual.com](mailto:esmovirtual2020@acsaudiovisual.com)

## TIPS FOR VIDEO RECORDING

Please ensure that:

- You are allowed access to the programme “Zoom” or equivalent.
- Your laptop or computer is connected to a stable internet connection (preferably a wired connection).
- Your camera and microphone are in good working order; please test well before the call and not during.
- You are presenting from a quiet space/office, with no background noise.
- The space behind you is as neutral as possible, ideally with a white wall.
- You avoid low angles i.e. keep camera at eye level – elevate computer if necessary.
- You avoid direct sunlight into the camera; front facing natural light is best.
- You have the possibility to add extra lighting above or near your laptop or computer if necessary.
- You are in business attire.
- You try to look at the camera whilst speaking to create “eye contact” with your audience.
- You will not be disturbed during the recording of your presentation (please turn off your cellphone).
- You do a few practice rounds before the call to refine the presentation (and timing!).

## 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.

Due to current scrutiny regarding financial transparency, **IT IS STRICTLY MANDATORY that you include a disclosure slide** at the start of the presentation, even if only to confirm that you have no conflicts of interest to declare. (5 seconds will be allocated to this display).

The ESMO Asia Virtual Congress 2020 policy requires that you make a statement at the beginning of your presentation revealing:

- any financial interest in, or arrangement with, a company those 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...”