

INSTRUCTIONS FOR PRESENTERS: INVITED SPEAKERS AND DISCUSSANTS

This document is under constant revision – please check regularly

Kindly note that although we are planning a live event in Paris for scientific session speakers, you are required to **pre-record your talk (as well as presenting live onsite)** in case any last-minute changes to governmental health policy and/or travel restrictions preventing the in-person meeting from going ahead.

ON-SITE ATTENDANCE

As presenting author, your presence is requested **onsite in Paris**. Travel and accommodation will be subsidised according to the ESMO Congress 2021 reimbursement policy, which will be shared with you in due course. Registration to the Congress is complimentary and will be taken care of by ESMO.

Before you travel

- **You must have a valid vaccination certificate** as per the indications below which has been issued within the last 12 months **or be certified to have recovered from Covid-19** within the past 6 months, and a copy of the relevant document must be presented onsite in order to be granted access to the Congress area. Please see the **French regulations** available here: <https://www.diplomatie.gouv.fr/en/coming-to-france/coronavirus-advice-for-foreign-nationals-in-france/> and note particularly:

Travel documents if you are vaccinated:

- **Proof of vaccination.** It will only be valid if it proves that you are fully vaccinated, i.e.:
 - Seven days after the second shot for two-shot vaccines (Pfizer, Moderna, AstraZeneca (Vaxevria and Covishield))
 - Four weeks after the shot for one-shot vaccines (Johnson & Johnson)
 - Seven days after the shot for vaccines administered to people who have already had COVID-19 (only one dose is necessary)
Only vaccines authorized by the European Medicines Agency (EMA) (Pfizer (Comirnaty), Moderna, AstraZeneca (Vaxzevria), Johnson & Johnson (Janssen)), or AstraZeneca (Covishield) will be accepted
- **A sworn declaration**, which you can download from the [Interior Ministry's website](#) stating that
 - you have no symptoms of COVID-19 infection
 - to your knowledge, you have not been in contact with a confirmed case of COVID-19 in the 14 days prior to your journey
- In addition to the vaccination certificate, you must also have either a **Negative Molecular Test within 48 hours prior to arrival** or a **Rapid Antigen test within 48 hours prior to arrival** (some air carriers may have it as requirement).
If this is not implemented, a Rapid Antigen test will be implemented at the Congress upon arrival.
- Note: These precautions are obligatory for healthcare workers in France from 1 September 2021.

Faculty members and presenters who are non-vaccinated / non-certified as recovered, as defined above, will not be allowed entry into the ESMO 2021 Congress venue.

Upon arrival

- For those not providing a negative molecular or antigen test within 48 hours prior to arrival, **Rapid Antigen** testing will be implemented at the Congress as a mandatory procedure, with a dedicated testing facility at the venue.
- Details of a contact person for any emergency are to be provided onsite

Daily onsite

- Temperature check
- Badge scanning
- Social distancing
- Masks are obligatory and may only be removed during your presentation
- Optional Rapid Antigen testing will be available every day, also for departure testing

Note: Anyone who tests positive is mandated by the French government to self-isolate for 10 days. For contact tracing, people who test positive are also expected to inform others they have been in close contact with.

UPLOAD AND PRE-RECORDING OF YOUR PRESENTATION

Your PPT presentation must be uploaded to the ESMO Congress 2021 platform **at least 48hours** before your recording slot. You will soon receive instructions on how to submit your PPT in the Congress presentation management system.

It is vital that each Speaker keeps strictly to the time allocated for his/her presentation. Recordings running over the allocated time will regretfully have to be stopped once the time limit has been reached, even if the talk itself has not been completed.

PREPARATION OF YOUR PRESENTATION

- Your presentation must be prepared in PowerPoint 2010, 2013 or 2016 (MS Windows). A Congress PowerPoint template has been prepared and can be downloaded [here](#), but it is not mandatory.
- Macintosh presentations (i.e. KeyNote) or PowerPoint Show *.ppsx cannot be accommodated.
- Set the slide size to “Widescreen 16:9” and landscape orientation (horizontal).
- 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.
- 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 standard Windows folder and then copy the folder to the USB-removable drive including all elements.
- 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.
- QR (Quick Response), AR (Augmented Reality) and text key codes are allowed. However, although ESMO accepts that these may go to a commercial/branded website, we suggest avoiding links to websites containing blatant product advertising. If you intend adding a QR, AR or a text key code to your PPT, please add the following disclaimer notice: "Copies of this presentation obtained through QR, AR and/or text key codes are for personal use only and may not be reproduced without written permission of the authors".

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.

ASSISTANCE

In case of any technical problems during the upload, please contact the support team at esmo@m-events.com