

INFORMATION FOR INVITED SPEAKERS

ESMO looks forward to seeing your presentation in the virtual session and thanks you in advance for your cooperation in following the below guidelines.

YOUR PRESENTATION: UPLOAD AND PRE-RECORDING

Your PPT presentation must be uploaded to the ESMO Congress 2021 platform **at least 48hours** before your recording slot. You should have received instructions on how to submit your PPT in the Congress presentation management system – should this not be the case, please contact programme@esmo.org as a matter of urgency.

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.

YOUR PRESENTATION: PREPARATION

- 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 AND 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