# INSTRUCTIONS FOR INVITED SPEAKERS AND DISCUSSANTS

We look forward to listening to your presentation 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). A Congress PowerPoint template has been prepared and can be downloaded from the "Information for Presenters" section on the ELCC 2022 website.
- 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** (horizontal). 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.
- 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.
- QR (Quick Response), AR (Augmented Reality) and text key codes are allowed. However, although the ELCC organisers accept 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 Poster, please add the following disclaimer notice: "Copies of this Poster 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".

## PREPARATION AND UPLOAD OF YOUR PRESENTATION

Your final PowerPoint presentation must be uploaded to ELCC 2022 presentation management system prior to your pre-recording slot.

Further instructions to access the management presentation system has been already sent to you.

Due to the **virtual format**, 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.

## PRESENTATION PROPERTY & DISCLOSURE

All material used in your presentation will remain your property and will not be re-used by the ELCC 2022 organisers 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.

The ELCC 2022 organisers require 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 interests to declare

## ASSISTANCE

- In case of any technical problems during the upload, please contact **elcc@support.ctimeetingtech.com**