

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.

ONSITE ATTENDANCE

As Invited Speaker or Discussant, your presence is requested onsite in Valencia. Travel and accommodation will be subsidised according to the ESMO according to our Speaker reimbursement policy.

Registration to the Congress is complimentary and will be taken care of by ESMO.

For the details on the ESMO COVID-19 regulations to access the congress, please visit the website here:

<https://www.esmo.org/meetings/esmo-gynaecological-cancers-congress-2022/venue-accommodation>

Onsite:

- Social distancing
- Masks are obligatory and may only be removed during your presentation

UPLOAD OF YOUR PRESENTATION

CTI will contact you by end-April and provide you with the link to upload your slides on the presentation management system. Slides can be uploaded to the ESMO Gynae 2022 system prior to your departure.

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

Changes to slides (or replacements) can be implemented onsite no later than 2 hours before the start of the session during which you will give the presentation. In this case, you are requested to check-in your final presentation on your USB-removable drive at the Speaker Centre, located on the second floor. If your session starts early 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 Secretariat 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.

Should you not be able to travel to Valencia, you are kindly requested to contact programme@esmo.org as a matter of urgency.

PREPARATION OF YOUR PRESENTATION

- Your presentation must be prepared in **PowerPoint** 2010, 2013 or 2016 (MS Windows). A Congress PowerPoint template is available on the ESMO Gynae 2022 webpage, section "Information for Presenters", but it is not mandatory.
- 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 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.