

INSTRUCTIONS FOR PROFFERED PAPER AND MINI ORAL PRESENTERS

ON-SITE ATTENDANCE

As a presenting author, your presence is requested onsite in Paris. Health and Safety measures to enter the venue are available [here](#).

UPLOAD OF YOUR PRESENTATION

You are kindly requested to send at least a **DRAFT** presentation to the [ESMO Scientific Programmes Department](#) no later than **Wednesday, 15 February 2023**. Your cooperation in respecting this deadline will allow the Discussant sufficient time to prepare a thorough review of the subject and, if necessary, to contact you directly before the Congress concerning your data.

Should any **MAJOR** changes be necessary after 15 February 2023, please advise as a matter of urgency the [ESMO Scientific Programmes Department](#) specifying the updates.

MINI ORAL:

Please include in your PowerPoint **max 5-6 slides (for 5' presentation)**.

Instructions for the upload of your final slides on the presentation management system will be sent in due course by our supplier *CTI Meeting Technology*.

PROFFERED PAPER:

Please include in your PowerPoint **max 10-12 slides (for 10' presentation)**.

Instructions for the upload of your final slides on the presentation management system will be sent in due course by our supplier *CTI Meeting Technology*.

On-site presentation check:

Should you wish to check the uploaded file onsite, computers will be available at the Speaker Centre, located in the same area of the exhibition (3rd floor) room 304.

Final checks must be completed **no later than 3 hours before the start of the session**.

- Once the presentation has been checked, the Congress technical staff will be responsible for delivering it to the auditorium in time for your presentation.
- All session rooms are equipped with laptop, beamer, microphones, laser pointer and lectern.
- Presentations cannot be uploaded directly on laptops in the session rooms.
- Personal laptops cannot be used in the session rooms.

PREPARATION OF YOUR PRESENTATION

- We strongly recommend the use of the [official ESMO TAT 2023 slide template](#). Should you choose your own, kindly note that Speaker presentations must not include any commercial promotion such as the use of sponsor slide templates, logos, branding or colours, or any identifiable slide templates from other medical conferences.
- 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.
- It is required that your presentation strictly adheres to the given presentation talk time, as stated in the programme.
- Presentation must be prepared in Microsoft-PowerPoint(*pptx), in **16:9 format, landscape orientation**.
- Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older versions, as they cannot be embedded into the presentation.
- Mac *KeyNote* presentations cannot be accommodated.
- 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.
- Visual material supports your lecture and should not be the transcription of it.

PRESENTATION PROPERTY & DISCLOSURE

All material used in your presentation will remain your property; however, you are required to allow your slides to be included in the ESMO and the ESMO and OncologyPRO websites, and on ESMO approved third-party websites* (possibly with ESMO validated translation).

*Your webcast presentation may be made available as part of an educational package of ESMO TAT 2023 material sponsored by pharmaceutical companies for their own distribution post-event.

TECHNICAL ASSISTANCE

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