# INSTRUCTIONS FOR INVITED SPEAKERS

We look forward to seeing your presentation and thanks you in advance for your cooperation in following these guidelines:

## ONSITE ATTENDANCE

As Invited Speaker, your presence is requested onsite in Zurich. Travel and accommodation will be subsidised according to the ESMO Academy Speaker reimbursement policy.

Invited Speakers will receive complimentary registration to the Congress and will have to collect their badge onsite in Zurich, Switzerland. ESMO will take care of processing the registration.

## UPLOAD OF YOUR PRESENTATION

CTI will contact you shortly and provide you with the link to upload your slides on the presentation management system. Slides can be uploaded to the ESMO Academy 2023 system prior to your departure.

In case of any technical problems during the upload, please contact academy@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 in the **room HAH-E-10** (**ground 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.

## PREPARATION OF YOUR PRESENTATION

- We strongly recommend the use of the **official ESMO Academy 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.
- 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.

ESMO requires 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