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 Lugano**.

Health and Safety measures are available HERE.

PREPARATION OF YOUR PRESENTATION

- We strongly recommend the use of the **official 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 colours 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".

UPLOAD OF YOUR PRESENTATION

Pre-Congress upload:
We encourage you to upload the slides which will accompany your presentation ahead of the Congress on the presentation management system. Instructions and link for the upload to the portal will be sent in due course by our technical supplier, *CTI Meeting Technology*.
In case of any technical problems during the upload, please contact sarcoma_rare@support.ctimeetingtech.com.

Onsite presentation check:
Should you wish to check the uploaded file onsite, computers will be available at the Speaker Centre, located in **room C** (1st floor). Changes to slides (or replacements) can be implemented onsite **no later than 2 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 computers, beamers, microphones, laser pointers and lecterns.
- Presentations cannot be uploaded directly on laptops in the session rooms.
- Personal laptops cannot be used in the session rooms.

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 OncologyPRO websites, and in ESMO approved third-party websites* (possibly with ESMO validated translation).

*Your webcast presentation may be made available as part of an educational package of the ESMO Sarcoma and Rare Cancers Congress 2024 material sponsored by pharmaceutical companies for their own distribution post-event.