

## INSTRUCTIONS FOR PRESENTERS: PROFFERED PAPER AND MINI ORAL SESSIONS

We look forward to listening to your presentation and thank you in advance for your co-operation in following these guidelines.

### ONSITE ATTENDANCE

As presenting author, your presence is requested onsite in Berlin and therefore, you are required to register for the Congress, [here](#). The early registration fee will be applied automatically if you register by the late registration deadline (17 April 2024). Should you encounter any issues, please contact our Registration department at [registration@esmo.org](mailto:registration@esmo.org).

### PREPARATION OF YOUR PRESENTATION

- Presentation must be prepared in Microsoft-PowerPoint(\*pptx), in **16:9 format, landscape orientation**. Macintosh presentations (i.e., KeyNote) cannot be accommodated.
- We strongly recommend the use of the [official ESMO Breast 2024 slide template](#). Should you choose your own, kindly note that 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.
- Due to current scrutiny regarding financial transparency, **IT IS MANDATORY that you include a disclosure slide at the start of the presentation**, even if to confirm there is nothing to declare.
- It is required that your presentation strictly adheres to the given presentation talk time. Based on the presentation outcome you received, please include in your PowerPoint:
  - **PROFFERED PAPER**: recommended max 12 slides (for 10/12-mins presentation)
  - **MINI ORAL**: recommended max 6 slides (for 5 mins presentation)

As a general rule, you should not present more than 1 slide per minute.

- Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older version, as they cannot be embedded into the presentation.
- 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"*.

### YOUR PRESENTATION UPLOAD

#### **Pre-Congress upload:**

You are kindly requested to upload your presentation on the Congress portal **by Tuesday, 23 April (Monday, 29 April for LBAs)**.

Instructions for the upload of the slides will be sent to you by our supplier CTI by early-April. **Please consider that only the presenting author will have access to the Presentation Management portal.**

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.

If necessary, it will be possible to re-upload an updated version of the slides after the uploading deadline. However, in case of **MAJOR changes** that may have an impact on the Discussant's presentation, please inform the [ESMO Scientific Programmes Department](#) that a new slide deck is available.

In case of any technical problems during the upload, please contact [breast@support.ctimeetingtech.com](mailto:breast@support.ctimeetingtech.com)

### **On-site presentation check**

Should you wish to check the uploaded file onsite, computers will be available at the Speaker Centre. Final checks must be completed **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.
- Personal laptops cannot be used in the session rooms.

### **PRESENTATION PROPERTY**

All material used in your presentation will remain your property; however, you are required to allow your slides to be included in the ESMO Breast Cancer 2024 Virtual Platform, on 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 Breast 2024 material sponsored by pharmaceutical companies for their own distribution post-event.