

INFORMATION FOR PRESENTERS INVITED SPEAKERS AND DISCUSSANTS

ON-SITE ATTENDANCE

As presenting author, your presence is requested onsite in Barcelona. ESMO will take care of your registration, and you will have to collect your badge at the Invited Speaker Desk onsite.

PREPARATION OF YOUR PRESENTATION

- We strongly recommend the use of the [official ESMO 2024 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.
- Presentation must be prepared in Microsoft-PowerPoint(*pptx), in **16:9 format, landscape orientation**. KeyNote presentations cannot be accommodated.
- You are strongly encouraged to concentrate only on the educational/scientific content of your presentation, and avoid any message, statement or photograph of a political and/or religious nature. Should you include the latter, ESMO reserves the right to exclude your presentation slides/webcast from the post-Congress resources.
- 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 [online programme](#).
- 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.
- 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"*.
- Links in your presentation to external websites or the use of add-ins are not possible. The speaker view, incl. notes of PowerPoint cannot be used. Automatic timed slide changes are automatically deactivated, if you want to keep them, please contact the staff at the speaker service center on site.

UPLOAD OF YOUR PRESENTATION

Pre-Congress upload:

We encourage you to upload to the ESMO Congress portal the slides which will accompany your presentation by **24h before the start of your session** at the latest.

Instructions for the upload to the ESMO Congress portal will be sent by our technical supplier on 31 July 2024.

On-site presentation check:

Should you wish to check the uploaded file onsite, computers will be available at the Speaker Centre, located **located in CC4**. 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 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.