

## Oral presentation information

### Oral presentation templates

Once your abstract has been **accepted as an oral presentation**, you will receive an email with instructions to upload your presentation.

[Download the oral presentation template](#)

Using your own template is allowed as long as it follows the oral presentation format rules below.

### Oral presentation format rules

- You will have 15 min for your presentation (12-minute talk + 3 min Q&A)

MS-PowerPoint 2013 or earlier versions (\*.ppt and \*.pptx) is mandatory

- Screen ration 16:9
- Make sure your slides are in a single file only (no multiple PowerPoints files will be accepted).

Note: If you are using PowerPoint 2007 or older versions, please do not forget to upload all your video files as well, as they cannot be embedded into the presentation.

### Oral presentation conflict of interest disclosures

All presenters will have to complete a conflict-of-interest questionnaire at the time of the presentation upload which will be displayed as a mandatory slide at the beginning of the presentation.

### About the oral presentation session

- Personal laptops cannot be connected in the lecture hall.
- You may send additional files at all times, make changes on files already sent, and download your files again from any computer you use.
- Once onsite you may check, change or upload your presentation at the Speaker Service Center at least 3 hours before the start of the session. Our staff will take a final look at your material together with you and will help you to upload it.

### Speaker Service Center

The Speaker Service Center will be available every day throughout the event days for invited speakers and oral presenters.

### Bursary

- Oral presentation bursary awardees do not need to check in as we keep note if you presented in your designated plenary.
- If you do not present your research, the young investigator bursary will be withdrawn.