

MINI-ORAL GUIDELINES

Mini-Oral Information

Mini-Orals are presented at one of the sessions scheduled in the two mini-oral theatres near the exhibition. Each author will present a **4-slide PowerPoint (not including title and COI slides)** orally for 4 minutes, followed by 3 minutes for discussion. Sessions will not be streamed but pre-recordings should be uploaded for the online platform.

Should the presenting author not be able to attend the congress in Copenhagen, they are requested to assign a co-author to give the presentation onsite.

The 4-slide PowerPoints are to be uploaded to the online platform and a presentation recorded not exceeding 4 minutes.

We kindly ask authors to submit their presentation recording via the online uploading platform. The deadline is Thursday 21 April, 23:59 CET.

Mini-Orals During Congress

You are required to **present yourself to the Mini-Oral Theatre of your session 30 minutes before the scheduled start**. A Chair will moderate the session. You will present live for 4 minutes followed by 4 minutes for Q&A.

PowerPoint Presentation Format

- The presentation must be prepared in **Microsoft PowerPoint** and saved in **PPTX format**.
- The presentation will be displayed in **landscape** orientation in **16/9 ratio**.
- You are welcome to use the ESTRO PowerPoint template: [DOWNLOAD PRESENTATION TEMPLATE](#)

Uploading & Recording Your Presentation

Presenters are kindly asked to upload their PowerPoint and then record their presentation via the online upload platform. **The deadline for uploading and recording is Thursday 21 April, 23:59 CET.**



Step 1 - Open the below link with a Google Chrome web browser

Step 2 - Review the guidelines

Step 3 - Click on "Upload" and attach your PowerPoint

Step 4 - Read and sign the publication agreement

Step 5 - Install the recording application

Step 6 - Open the app and click on "Record my presentation"

Step 7 - Review your recording, you can re-record if you are not satisfied

Step 8 - Validate and save the recording

[Click here to UPLOAD & RECORD YOUR PRESENTATION](#)

- You will need to **create an account** (this is different to your MyESTRO account).
- Your username must be the email address to which you received the instruction email and you can create a password of your choosing.
- If you already have an account, you can log in with your username and password

After uploading a PowerPoint, you should receive a confirmation email. If you do not receive a confirmation email, you should check your junk folder and/or contact the support services as soon as possible via email (support@cyimhelp.zendesk.com).

For technical support, please email support@cyimhelp.zendesk.com

Tips for your recording

For best results, we recommend:

- To use a headset with a microphone
- Have a good internet connection AND use the browser Chrome ([DOWNLOAD CHROME](#))
- Record the presentation in a quiet room with no background noise
- Prepare the speech in advance if needed
- Make sure you are seated comfortably, that the background is clear, and that your face is clearly visible.



- Record the **presentation using full screen view, not presenter view.**

Disclosure of conflict of interest

A disclosure of Conflict of Interest* slide will be displayed at the beginning of the PowerPoint presentation. You will be asked to either confirm that you have no conflict of interest or to disclose the conflicts of interest you have.

**A conflict of interest is any situation in which a presenter, close relation or co-author have interests which may cause a conflict with the presented information. Conflicts of interest do not preclude the delivery of the talk but should be explicitly declared. These financial interests may include involvement in advisory boards, board of directors, corporate-sponsored research, stock ownership and other substantive relationships.*