

## PRESENTATION GUIDELINES

### PowerPoint Presentation Format

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- 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](#)

### Presenter Instructions

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**Presenters can upload their PowerPoint in advance of the congress via the upload platform until midnight the day before they will present their conference onsite.**

Alternatively, speakers can **hand in their PowerPoint to the Speaker Preview Room at least 3 hours** before the session start.

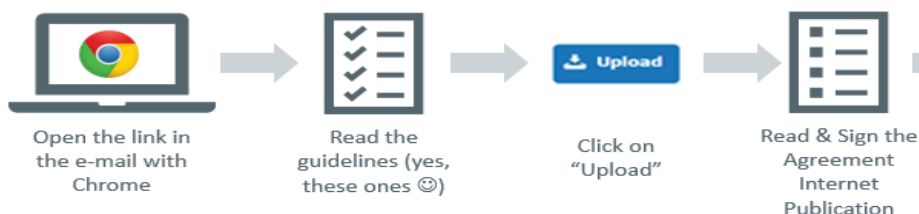
Speaker Preview Room - Room 17 (located on the first floor)

Opening Hours -

|                 |             |
|-----------------|-------------|
| Thursday 5 May: | 16:00-18:00 |
| Friday 6 May:   | 07:30-18:00 |
| Saturday 7 May: | 07:00-18:00 |
| Sunday 8 May:   | 07:00-18:00 |
| Monday 9 May:   | 07:00-18:00 |
| Tuesday 10 May: | 07:30-13:00 |

### PowerPoint Upload Platform

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**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

### [Click here to UPLOAD 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](mailto:support@cyimhelp.zendesk.com)).

For technical support, please email [support@cyimhelp.zendesk.com](mailto:support@cyimhelp.zendesk.com)

## Disclosure of conflict of interest

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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.*