GUIDELINES - PRESENTATIONS

GENERAL OVERVIEW

Speakers can upload their PowerPoint presentation **before coming to the congress** via the upload platform. Alternatively, speakers can upload their presentation onsite at the **Speaker Preview Room** at least 3 hours before the session starts. To upload your presentation, **please follow the link** received by email.

PRESENTATIONS DURING THE CONGRESS

Please present yourself to the **Speaker Preview Room** at least **3 hours before** your session to **check your presentation** and **take advantage of our practice stage.**

Arrive in session hall **30 minutes before** your session	A **chair** will **moderate** the session	You will start your presentation from the **lectern**	Your presentation will be followed by a **Q&A.**

FORMAT

Download our PPT template !

Details	Media
16:9	
• Format: **pptx** 16:9	• Use high quality images, graphs or tables
• Size and font: common (min12)	• Pictures muste be **.jpeg or .png,** and videos must be **.mp4**
• Maximum **300Mo**	• Use the « **Insert** » function, not copy/paste
• Bring a copy of your presentation and media on a **USB stick**	• **Anonymise** medical pictures/patients

For any question or technical support, please to contact us: support@cyimhelp.zendesk.com

PRESENTATION UPLOAD

Open the **link** received by email (in **Google Chrome**)	Complete your **personal profile** and **declare your conflict of interests**	**Read** and **sign** the agreement	**Upload** your presentation (COI will be automatically added)	You will receive a **confirmation email**

INFORMATION ABOUT YOUR ACCOUNT

- If you **already have an account**, you can log in with your username and password (this is separate to your MyESTRO account)
- If not, you will need to **create an account**. The username must be the email address to which you received the instructions, and you can create a password of your choosing.

SPEAKER PREVIEW ROOM

Opening hours

Thursday 02nd May – 16:00 to 18:00
Friday 03rd May – 7:30 to 18:00
Saturday 04th May – 7:00 to 18:00
Sunday 05th May – 7:00 to 18:00
Monday 06th May – 7:00 to 18:00
Tuesday 07th May – 7:30 to 13:00

Location

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Timing

- Upload/check your presentation at least 3 hours before your session
- You won't be able to use your laptop at the speaker lectern in the session hall

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INTERACTIVITY

STEP 1 : PREPARE YOUR PRESENTATION

Before the congress

- Insert **1 question slide** with the possible answers in your PPT

It's not mandatory but you can also add 1 answer slide highlighting the right answer(s) just after the question slide
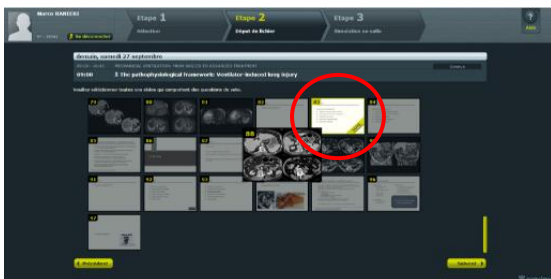
- **Question format:**

> As a multiple-choice question form with a maximum of 5 possible answers

> By default, answers are presented as A, B, C, D and E but you can customize them

> Multiple answers questions are possible

STEP 2 : TAG YOUR VOTING SLIDES

At the Speaker Preview Room

- Select your **question slide**
- Select your **answer slide** (It's not mandatory to have one)
The technical team will help you in this process

STEP 3 : MAKE THE AUDIENCE VOTE

In the lecture room

- Read the question and answers
- **Click on START VOTE**
- When you think the audience had enough time to vote, click on SHOW RESULTS to display the results
- Go to the next slide to stop the vote