

ONLINE ORAL PRESENTER GUIDELINES

SPEAKER INFORMATION

Sessions will take place in a hybrid format. Oral presenters are able to present onsite in Madrid or virtually via the online platform:

- **Onsite oral presenters will be filmed and broadcast live to the online platform.**
- **Online oral presenters will pre-record their presentation (via the platform) and connect live to the online platform for discussion.**
- In both cases, the presentations will be broadcast to the session hall and the online platform.

During the sessions, chairs will collect the questions addressed by the participants via the Q&A function or in-person in the session hall. These questions will be discussed live (in-person or virtually) at the end of each presentation.

The session will be available on-demand shortly within a short time.

POWERPOINT PRESENTATION FORMATTING

To ensure an optimal delivery of the presentation:

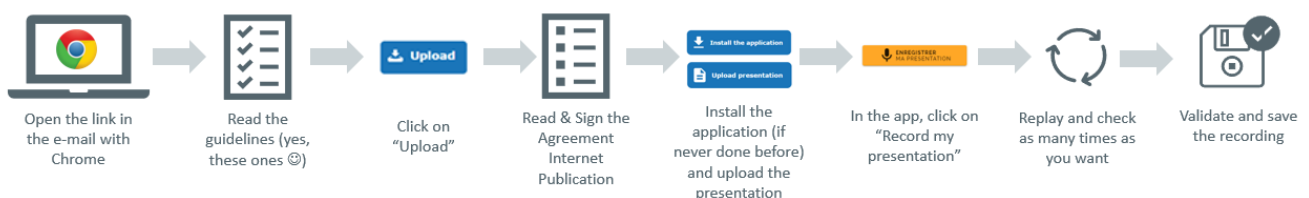
- The presentation must be prepared in **Microsoft PowerPoint** and saved as a **PPTX format**.
- The presentation will be displayed in landscape orientation **16/9 ratio**.
- Respect author's rights and anonymity.
- You are welcome to use the ESTRO PowerPoint template: [DOWNLOAD PRESENTATION TEMPLATE](#)

ONLINE ORAL PRESENTER INSTRUCTIONS

Oral presenters are kindly asked to upload their PowerPoint and then pre-record their presentation via the online upload platform. An instruction mail will be sent by our partner CYIM (no_reply@cyim.com) with an upload link. **The deadline for uploading is Friday 20 August 2021 at 23:59 CEST.**

ONLINE UPLOADING PLATFORM

An email will be sent to oral presenters with a link to connect to the platform and follow the steps:



After uploading a PowerPoint and recording their presentation, oral presenters should receive a confirmation email. If they do not receive a confirmation email, they should check their junk folder and/or contact us as soon as possible via email (support@cyimhelp.zendesk.com).

IMPORTANT! The recording system will automatically cut after the allocated time. The length of the presentation is indicated in the platform.

HOW TO RECORD YOUR PRESENTATION

We recommend for an optimal result:

- 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 the oral presenter is seated comfortably, that the background is clear, and that their face is clearly visible.



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

For technical support, we will be pleased to help you: support@cyimhelp.zendesk.com