

ONSITE ORAL PRESENTER GUIDELINES

PRESENTER 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](#)

ONSITE (IN MADRID) ORAL PRESENTER INSTRUCTIONS

Onsite oral presenters can upload their PowerPoint in advance of the congress via the upload platform. An instruction mail will be sent by our partner CYIM (no_reply@cyim.com) with an upload link. This should be uploaded by 25 August.

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

Speaker Preview - Room N111-N112

Opening Hours

Thursday 26 August: 16:00-18:00

Friday 27 August: 07:30-18:00

Saturday 28 August: 07:00-18:00

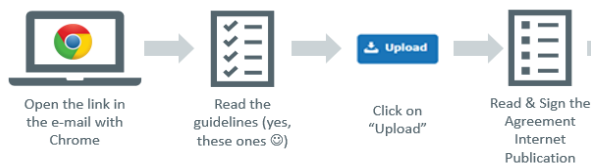
Sunday 29 August: 07:00-18:00

Monday 30 August: 07:00-18:00

Tuesday 31 August: 07:00-13:00

POWERPOINT UPLOADING PLATFORM

An email will be sent to oral presenters with a link to connect to the platform and upload their PowerPoint.



Follow the steps:

After uploading a PPT, 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).

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