Instructions for Speakers and Moderators

INSTRUCTIONS FOR INVITED SPEAKERS AND ORAL PRESENTERS

PREPARE YOUR PRESENTATION

PRESENTATION GUIDELINES

Format: Your presentation should be prepared in **.PPT** or **.PPTX** format.
Ratio: Aspect ratio of your presentation should be **16:9**

Read **tips and recommendations** for preparing your presentation.

Conflicts of Interest Disclosure

In compliance with CME/CPD requirements all speakers and oral presenters have to complete a conflict of interest form. Please include the title slide with your name and title of your lecture at the start of your presentation, followed by the Conflict of Interest disclosure slide. There is no template for this. You can simply list the conflicts on our second slide or write "No Disclosures".

Publication Consent Form

You will receive login details to access and complete a Publication Consent Form in due course – it is MANDATORY to complete this consent form if you would like to participate as a speaker/presenter/moderator in this congress. **Please**

complete this prior to your recording.

Please note that your presentation will be accessible from the virtual platform during and 3 months after the congress, to all participants of the Online Congress.

PRE-RECORDED PRESENTATIONS

Deadline to pre-record lectures: Monday, 23rd August, 2021

Presenters will receive an email with information and the link to book a recording slot in due course.

Please read the step-by-step instructions on preparing the pre-recording you received.

1. **[Read the Technical guidelines](#)** before starting
2. **Book Your Recording Session** via the link you received in the instructions email and add it to your Calendar. Note you will need to book a recording slot for <u>each presentation</u> that you give.
3. **Finalise Your Presentation**
4. **Attend the Recording Session**

TECHNICAL REHERSAL FOR LIVE Q&A

1. **Join a Technical Briefing/Rehearsal Session**— You will receive an email request in due course with options to join one of several live Q&A technical rehearsals Note rehearsals take place approximately 1-2 weeks before the congress.
2. **If you are unable to attend a Technical Rehearsal, you may view a copy of the slides, by clicking [here](#).**

Ahead of the rehearsal session please arrange to have:

- An external, microphone connected to your computer. Alternatively, you can use the internal microphone of your laptop/computer.
- A computer with a functional webcam (the laptop internal

webcam will work).

- A quiet and uniform background. Avoid using artificial background features.
- <u>Stable internet connection</u>. We recommend using wired internet if possible. If you use WiFi please make sure that you sit near the WiFi router. 4G cellular internet should not be used.

JOINING THE LIVE Q&A SESSION

- Speakers and Moderators will receive a link to enter the Live Session/Live Q&A Session from a few days before the planned session.
- Please be ready to **enter the live link 30 minutes in advance** of the official start of the Session in order for your internet speed and other technical issues to be checked and resolved by a technician.
- There will be a technician in the virtual room with you to assist and to guide you if you have queries.
- Moderators — for the live section of the session, we kindly request that you ensure the Q&A ends on time. Please note that if the session runs overtime, unfortunately, we will need to stop the session.
- Participants will be able to ask questions to the speakers via chat whilst they view the lectures. These will be written questions only. The moderator's role will be to decide which questions will be discussed at the end of all the speakers' presentations.
- Please view the **Live Session Guidelines [here](#)**