



Oral presentation information

Oral presentation templates

Once your abstract has been **accepted as an oral presentation**, you will receive an email with instructions to upload your presentation.

[Download the oral presentation template](#)

Using your own template is allowed as long as it follows the oral presentation format rules below.

Oral presentation format rules

- You will have 15 min for your presentation (12-minute talk + 3 min Q&A)
- Microsoft-PowerPoint (*.ppt or *.pptx) presentations with video formats will be accepted. Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older versions, as they cannot be embedded into the presentation. Hyperlinks to external websites will not work.
- Screen ration 16:9
- Make sure your slides are in a single file only (no multiple PowerPoints files will be accepted).

Note: If you are using PowerPoint 2007 or older versions, please do not forget to upload all your video files as well, as they cannot be embedded into the presentation.

Oral presentation conflict of interest disclosures

All presenters will have to complete a conflict-of-interest questionnaire at the time of the presentation upload which will be displayed as a mandatory slide at the beginning of the presentation.

About the oral presentation session

- Personal laptops cannot be connected in the lecture hall.
- You may send additional files at all times, make changes on files already sent, and download your files again from any computer you use.
- Once onsite you may check, change or upload your presentation at the Speaker Service Center at least 3 hours before the start of the session. Our staff will take a final look at your material together with you and will help you to upload it.

Speaker Service Center

The Speaker Service Center will be available every day throughout the event days for invited speakers and oral presenters.

Bursary

- Oral presentation bursary awardees do not need to check in as we keep note if you presented in your designated plenary.
- If you do not present your research, the young investigator bursary will be withdrawn.