



GUIDELINES FOR SPEAKERS AND MODERATORS OF THE OFFICIAL CONGRESS PROGRAMME (Not applicable to the pre-congress LLL Courses)

INSTRUCTIONS TO SPEAKERS

WHEN YOU ARRIVE AT THE CONGRESS CENTRE:

- Collect your registration material at the registration desk within the registration area
- Kindly upload your presentation at the Speakers' Preview Room a day before your presentation and **at the latest 2 hours before** the start of your presentation's session
- We encourage you to visit the Speakers' Preview Room as early as possible to receive further instructions and to avoid any last-minute challenges
- A technician will be available at the Speakers' Preview Room and in the main session rooms to provide assistance when needed.
- If you have any questions, please contact a staff member at the Speakers' Preview Room

AT THE TIME OF YOUR PRESENTATION:

- Please be certain that the length of your presentation remains within the allocated time and leave enough time for questions from the audience. Session moderators are instructed to terminate presentations, which exceed their time allocated
- Be available by your room door at least **10 minutes before the start of your session**

SPEAKERS PREVIEW ROOM OPENING HOURS

The speakers preview room is located in the Balcony Offices behind the "South Registration" area and is open during the following times:

Saturday, 07 September 2024	07:30 - 19:30
Sunday, 08 September 2024	07:30 - 19:30
Monday, 09 September 2024	07:30 - 19:00
Tuesday, 10 September 2024	08:00 - 12:00

**Hours are subject to change*

AUDIOVISUAL EQUIPMENT

The session room is equipped with:

- Data projector for PowerPoint™ presentations (only single projection available)
- Laptop (no Macintosh™) equipped with Microsoft Windows 10 with Microsoft Office 2019©
- Microphones

POWERPOINT

- Use Microsoft PowerPoint™
- Video files must be embedded in your PowerPoint™ presentation. External/unembedded video files must be named with the presenter's name and slide number.
- It is recommended that embedded video is .mp4 encoded in h264, and not exceeding 1920x1080 pixels and 60 frames per second.
- Use **screen resolution 16:9 in landscape format** otherwise we will not be able to show your presentation (you will find instructions at the end of the document on how to prepare your presentation in 16:9).

- Do not forget to add a slide with your Conflict of Interest(s) at the beginning. Write “No conflicts to declare” if you have none.
- Please bring a USB with your presentation (Microsoft PowerPoint™) to the technician at the Speakers Preview Room **at least 2 hours before the start of the session (in the evening for morning sessions)** during which you will give your presentation
- When you use PowerPoint™ always use the option: ‘Font TrueType’
- If you use a Mac/Macintosh™, computer, save your presentation on a PC format
- **Keynote presentations (Mac/Macintosh™ hardware) are not compatible** and cannot be used!

GENERAL GUIDELINES AND RECOMMENDATIONS

PREPARATION RECOMMENDATIONS:

- Plan your presentation carefully
- Co-ordinate each phase of your lecture with your PowerPoint™ slides
- Number the sheets at the bottom of the page, and have them in proper order and position
- Avoid unfamiliar abbreviations or expressions
- Your copy should be highly legible (ALL CAPITALS, for instance) double or triple-spaced, with well-marked cues for slides
- For PowerPoint™ slides, a coloured background usually works better than black and white. However, colours should be kept limited and simple
- Optimize the visual simplicity of your slides – use few words and avoid sentences
- Try not to use more than 6 bullet points per slide
- Leave out text you do not plan to discuss
- Use several slides to cover a detailed topic that cannot be logically included on one slide
- If you must refer to one slide on several occasions during your presentation, use duplicates instead of trying to return to the original
- To coin a phrase, graphs often speak louder than words

THREE EFFECTIVE PRESENTATION RULES:

1. Introduce your topic and inform your audience what you intend to speak about
2. Deliver your talk, including the methods, results, and conclusions
3. Summarize for your audience the most important points of your lecture

Note: *The sessions will not have any simultaneous interpretation. Please be aware that some participants may not speak your language as their mother tongue. For that purpose, please remember to speak slowly and clearly.*

DELIVERY TIPS:

- Bring a text prepared specifically for the oral presentation
- Find time before sessions begin and acquaint yourself with the operation of the podium and location of the equipment. Conference staff will be present to assist you
- Give the technician any special instructions you may have before, not during the talk
- Be careful to speak in accordance with your slide sequence, discuss the material as written on the slide
- Use a laser pointer to guide the audience. Do not wave the pointer around the slide
- Remember to speak slowly and clearly
- Please stay within the time limit allocated for your presentation

Note: *Sessions are programmed for 60 - 90 minutes, divided by the presenters, allowing time for discussion. We strongly urge you to allow time for questions and comments*

HOW TO PREPARE YOUR PRESENTATION IN A 16:9 FORMAT

You will need to prepare your presentation on the [ESPEN 2024 Congress Official PowerPoint Template](#) (16:9 format). You may download this PowerPoint template [here](#).

MODERATOR GUIDELINES

Please locate your session room in due time and be there **at least 10 minutes prior to the start of the session.**

It is the moderator's responsibility to **start the session on time** and that **overall session time is kept** (no extension!). This is of utmost importance to preserve the programme schedule.

Should a speaker not arrive for his/her presentation, please fill in the additional time with discussion or take a temporary adjournment and continue with the next presentation at the scheduled time advertised in the [programme](#).

All presentations should be in English. Please speak slowly and clearly to help those who are not of English mother tongue.

There are microphones on the tables in each session room to facilitate the discussion. Please ask the audience to use them so that everyone can hear the questions.

At the beginning of the session, please **ask the audience to turn off all mobile phones** and pagers.

For safety and security reasons, no-one will be allowed to stand in the back of the rooms.