



General Guidelines for Speakers in Round Tables, Keynote Lectures, Instructional Courses and Free Paper Sessions

Please read the general guidelines and the technical specifications carefully!

The most up-to-date scientific programme is available through the [online programme](#) and constantly synchronised with the congress app!

Type of Sessions

Round Table

Duration: 90 minutes

- Lecture times and lecture titles may have been arranged in advance with the moderator & chair of the session.
- Please make sure to get in touch with them in case nothing has been prearranged.
- Please stick to the instructions of the moderator & chair of the session regarding the division of lecture times & lecture titles.

Instructional Course

Duration: 45 minutes

- It can consist of one, either two or three speakers. A moderator is not mandatory.
- In case you are the sole speaker, the duration of the lecture should not exceed 45 min.
- Keep in mind to leave some time for questions.
- If there are other speakers in the Instructional Course, make sure to get in touch with them and the chair (if any) to arrange your lecture time.
- Should there be no moderator in the session make sure to contact the other speaker to adjust the speaking times accordingly.

Keynote Lecture

Duration: 30 minutes

- The speaking time should not exceed 30 minutes.
- Make sure to get in touch with the chair of the session.

Free Paper Sessions

Duration: 90 minutes

- The speaking time for each presentation is 9 minutes duration (max. 7 minutes presentation and max. 2 minutes discussion).



Presentation submission/upload

1. Submit your presentation on-site

Speakers are requested to hand in their presentations at the Speakers' Preview Centre on-site. To guarantee smooth procedures and reduced waiting times, please hand in the presentation **the day before at the earliest and at least 3 hours prior to the scheduled session**. In case of early morning presentation(s), please check at the Preview Centre the day before.

Furthermore, please name your presentation in the following way: **Number of sequence in the session - First Name Last Name - Title Presentation**

2. Check at Preview Centre

Presentations can be checked and edited on-site. The Preview Centre is located on the 5th floor of the congress venue and open during the following hours:

Saturday, June 15, 2024	13:00-18:00
Sunday, June 16, 2024	07:00-18:00
Monday, June 17, 2024	07:00-18:00
Tuesday, June 18, 2024	07:30-18:00
Wednesday, June 19, 2024	07:30-11:30

Speakers are reminded to check in at the Preview Centre's welcome desk at least 3 hours prior to their scheduled presentation.

Timing of sessions

In order to keep the sessions running according to schedule and to allow questions from the audience it is very important to keep the presentations within the allotted time.

We strongly recommend that speakers ensure their presentation **does not exceed the allotted time** as we expect the chairpersons to **strictly adhere to the timetable**. Stopping a speaker from completing a presentation is displeasing for everybody concerned and will hopefully not be necessary.

Speaking times

Please refer to the [online programme](#) or the congress app to check your exact speaking time. These differ from session to session. If not explicitly stated, please confirm with your session organiser whether the time allocated does or does not include discussion time.



AV equipment on-site

Each session room will be equipped with:

- Screen (ratio 16:9) and projector
- Laptop (on lectern is connected to the Preview Centre via internet & network)
- Presenter remote control
- Sound system
- Cabled microphones (lectern, head table on stage, audience); note that lavalier/headset microphones are only available in larger rooms

Auditorium, Liffey A and Liffey B Rooms – Live Stream

All sessions taking place in the Auditorium, Liffey A and Liffey B rooms will be live streamed into the virtual congress platform. This means, that cameras will be filming speakers and chairpersons. The camera feed will also be displayed on the screen in the session room additionally to the presentations.

Wicklow Hall 2b – Recording

All sessions taking place in Wicklow Hall 2b will be recorded. This means that cameras will be filming speakers and chairpersons. The camera feed will also be displayed on the screen in the session room additionally to the presentations.

Conflict of interest

The intention of the Confederation is to provide high-quality sessions focused on educational and/or scientific content that is free from commercial influence or bias. Any potential conflict of interest must be disclosed and openly shared on the second slide of your presentation. During the presentation/discussion open publicity or unfair and/or unsupported information for products/organisations/business should be avoided.

Presentation Material

Please note that only digital material will be accepted for oral presentations. The presentations will be transferred to the session rooms electronically. The material remains the property of the speakers.



Technical specifications

- **Data carriers:** Please use either a USB stick or an external hard drive. The presentation should not be saved solely on other devices (notebook, tablet, smartphone, PDA's...).
- Please use **16:9 as presentation format**.
- **PowerPoint** versions to be used: **PowerPoint 365** (compatible with PowerPoint versions down to 2016). Save your PowerPoint presentation as ".pptx"(".ppt" or ".pps" is possible, but not preferred). Do not use the "pack&go" function. Please make sure that all video files are saved separately on the data carrier.
- If you are using PowerPoint for Mac or Keynote, please export your presentation as ".pptx" or ".ppt" for Windows.
- For embedded **videos** please use "mp4". Other formats such as "mpeg1", "mpeg2", "wmv" or "avi" work too. For best replay ability please use only common and widespread video encodings (codecs), preferably in their newest version.
- For **images** use ".jpeg"/".jpg" or ".gif" formats. Please be aware that Office 2007 and newer does compress images by default, which may lead to reduced image quality. Disable image compression before saving/inserting images, to prevent this.
- **File size** the size limit for presentations uploaded at the Preview Centre is approx. 1-1,5GB (it is however recommended that presentations do not exceed 500 MB).
- **Flash-animations are not supported**. Should they be essential to your presentation please contact the [congress secretariat](#).
- **Do not use any passwords or encryption** for your files.
- **Do not use Macros within your presentation**.
- We recommend using **default fonts** like Calibri, Arial, Verdana or Times New Roman only. If you have to use other fonts, please make sure that they are saved as 'embedded fonts' in the presentation (when saving the file proceed as follows: 'save as'; 'name of presentation'; under 'tools': 'safe options' and select 'embed true type fonts' and 'embed all characters').
- Please use only **regular characters** (a-z, A-Z, 0-9, spaces, underscore and dots) for your **filenames** and do not use special characters (accents, umlauts, foreign symbols).
- For **mathematic symbols** please use only characters that are listed under 'Latin fonts' (Unicode or DOS: Western Europe).
- Please use only "**WinZip**" to pack your data (free download of the current versions at www.winzip.com).
- All files should be in the same folder on your data carrier. All videos and graphics must be embedded into your power point presentation.
- In case you are presenting more than one presentation during the event, create one folder per presentation and name them clearly with the presentation code to avoid on-site misunderstandings and problems.
- Have a backup copy of your presentation available.



Presentation Instructions

- **Arrive in the room** leaving sufficient time **before the session**. Introduce yourself to the chair(s) and to the room assistant. Make the chairperson familiar with the pronunciation of your name and institution. This is crucial for the chairpersons to run the session smoothly, to evaluate how fluent your English is, and consequently if you may need any help in reformulating questions from the audience when difficult to understand.
- Walk on the stage to **become familiar with the system**, microphone and pointing device (the mouse).
- When the previous presentation is over, and before the chairperson calls you, **stand up and approach the stage sideways** to be ready, but not to disturb the ongoing discussion.
- **Strictly follow the instructions of the chairperson(s)**, especially regarding the time allotted for your talk.
- **Speak** directly into the microphone **in a normal voice** and **do not touch the microphone**.
- We recommend using **the mouse as a pointer**, and to follow the arrow on the laptop in front of you. This will prevent you from turning your head, speaking away from the microphone, and not looking into the direction of the audience. If you are using the laser pointer anyhow, make slow movements to give the participants a chance to find the red spot. When you do not point at anything, do not keep your finger on the switch - this may be dangerous for audience eyes. Speakers of the Auditorium, Liffey A and Liffey B rooms are asked to use the mouse as pointer only, as the virtual audience will otherwise not see your highlighted areas.



Hints for preparation – especially for junior speakers

- Do not cover too much ground. Leave the fine details for publication and **discuss only the major points** of your work, supported by the conclusions drawn from your data. Remember you are trying to **communicate** with the audience **in a limited time**. A rushed presentation is of no use to the audience or to your reputation.
- Write out your presentation and **practice it with a critic**. This may help you to organise your material.
- Practice and edit your presentation until you can deliver it clearly and understandably **within the time allotted to you**. If you exceed the allotted time, the session chair may have to terminate your presentation.
- **Simplify – simplify – simplify: Keep data on slides simple**. If there is an abundance of data, divide it into several slides. Simplify material on the slide to illustrate a single point or idea. The content of a slide should be comprehensible in 20 seconds.
- **Limit your slides** to not more than two for each minute of your presentation. Think of people in the rear of the meeting room and **use large, legible letters**. A message slide should have no more than **7 lines with 7 words or less** per line. Spaces between lines should be at least the height of a capital letter. Use only light colours such as white yellow, light orange, light green or light blue on a dark background, such as dark blue or black (white on black background is better than black on white). **Remember that almost 20% of the population is unable to see red letters.**
- Be sure the information on the slides of your radiographs is well presented – enlargements of the significant areas and arrows are often helpful.
- Do not overuse fancy animations available in PowerPoint.
- Avoid any sexist, politic or discriminatory jokes, comments and slides.