

GUIDELINES FOR ORAL PRESENTATION OF ABSTRACTS

These guidelines include:

1. **Mandatory declaration of conflicts of interest (COI)**
2. **Technical points and recommendations for presentation**
3. **Tips and tricks for preparing an effective presentation**

1. Declaration of conflicting interests (mandatory)

Please make sure to insert a declaration of conflicting interests as first slide of your presentation. This slide is **mandatory** for all speakers and for each presentation, even if there are no COI to declare.

Download the UEG template [here](#).

UEG is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at UEG Week including those that are directly and jointly sponsored activities.

All presenters, whether invited faculty (speaker, chair and expert) or abstract (oral or poster) presenters at the UEG Week (hereinafter "Presenter(s)") are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. UEG reserves the right to review the information disclosed for potential conflicts of interest. Please note that the sole responsibility for the content of each presentation lies with the Presenter.

UEG requires all Presenters to disclose any financial relationship with or any advisory or consultancy roles in the Biomedical Industry and the Biomedical Technology Industry during the past three years. These and any other potential conflicts of interest should be disclosed during introductory comments to the presentation. All Presenters are requested to disclose potential conflicts of interest on a PowerPoint slide to be shown immediately at the beginning of the presentation. Poster Presenters are required to disclose potential conflicts of interest at the bottom of their poster.

Conflicts of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation, and can involve grants, honoraria, shares, paid positions on advisory boards, etc. Conflicts of interest are frequent and expected, and do not preclude an individual from making a presentation, provided the conflict is disclosed. If there is any doubt about the relevance of a potential conflict of interest, UEG requires all Presenters to act responsibly and to disclose such potential conflict of interest

2. Technical points and recommendations for your presentation

- **Format:** Please use the **16:9 slide format** for your presentation. Both, PowerPoint and PDF slides are possible and may be used for your presentation.
Download the UEG Week PowerPoint presentation template [here](#).
- **Time management:**
 - Check how much presentation time is scheduled for your talk.
 - Abstract-based sessions:
 - PRESENTATION TIME IS 7 MINUTES PLUS 5 MINUTES FOR AUDIENCE QUESTIONS AND DISCUSSION
 - Make sure not to exceed the given presentation time!
- **Special fonts:** Avoid using special fonts that are external to your Microsoft PowerPoint or MS Word, since these might be displayed incorrectly.
- **Special characters/symbols:** Always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.

- **Colours:** Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- **Legibility check:** On presentation mode, your text should be large enough to be easily readable 1.5 to 2m away from your computer screen.
- Microsoft PowerPoint 97 to Microsoft PowerPoint 2016 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly.

3. Tips and tricks for preparing an effective presentation

General

- Make your talk straightforward and clear. Avoid jargon and technical language. Your talk should be easily understandable by everyone in the audience. This is a good test of your presentation skills!
- Practice your talk with colleagues. This will help you to correct minor mistakes and provide a check that your talk is easily understood. The best groups have intensive practice sessions – that is why their presentations are good.

Specific

- The title slide should include title, all authors (with the presenting author underlined), affiliations and funding source.
- A disclosure slide at the beginning of the presentation is compulsory, even if it says that there are no relevant conflicts of interest.
- Introduction: The audience should understand why you are doing the work and its importance, including any current or future clinical importance.
- Aims/Hypotheses: You should stress these on a dedicated slide.
- Methods: These can be brief. The audience can always ask for specific details.
- Results: Make it clear when you are turning to the results. One effective way of doing this is to put up a slide that says only “Results” before you start presenting them.
- Summary/Conclusions: These should be stressed on a dedicated slide or slides.
- Discussion: If appropriate, please discuss the importance of your results and their implications, including any current or future clinical implications.
- Acknowledgements: Please acknowledge any collaborators and sources of funding.