

## **GUIDELINES FOR INVITED SPEAKERS (UEG WEEK FACULTY)**

These guidelines include:

- 1. Information on pre-recordings of presentations**
- 2. Mandatory declaration of conflicts of interest (COI)**
- 3. Technical points and recommendations for presentations**
- 4. Summary**

### **1. Pre-recordings of presentations**

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- Even though all live sessions during the congress will feature live interaction with the audience, all speakers will pre-record their talks (unless you have been informed otherwise).
  - Please check the maximum time foreseen for your talk (via your task confirmation link in your faculty invitation email or the [online programme](#)).
    - In general the talk times are
    - *max. 10 min for invited talks in live symposia*
    - *max. 9 min for recorded only talks*
    - *max. 7 min for abstract presentations*
  - The recording will be done via a Zoom call together with our technical team.
  - Recordings will be done in September.
- ➔ **You will receive an email with information on how to book a pre-recording slot and comprehensive instructions for pre-recordings mid-August.**
- ➔ **Detailed instructions for chairs and speakers in live sessions will be sent in the first two weeks of September.**

### **2. Declaration of conflicting interests (mandatory)**

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**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 Virtual 2021, 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

### 3. Technical points and recommendations for your presentation

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- **Format:** Please use the **16:9 slide format** for your presentation.  
**Download the UEG Week PowerPoint presentation template here.**
- **Time management:**  
Make sure not to exceed the given presentation time and check beforehand how much presentation time is scheduled for your talk (see point 2).
- **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 special characters and 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.
- 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

### 4. Summary

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- All presentations will be pre-recorded in September (unless you have been informed otherwise).  
You will receive detailed information on pre-recording time slot bookings and instructions for pre-recordings mid-August. (point 1)
- Have your **presentation ready** at least 1 hour before you do your pre-recording.
- Follow the **guidelines for presentations** (point 3) and include the **mandatory COI slide** (point 2)
- **Be on time for your pre-recording timeslot.**
- **You have already been registered for UEG Week Virtual 2021.** You will receive the information about how to access UEG Week Virtual 2021 shortly before the congress.
- **Be on time for your live session** during the congress. You will receive your access link shortly before the congress.
- **Detailed instructions and guidelines for chairs and speakers in live sessions** will be sent out in the first two weeks of September.