

GUIDELINES FOR ORAL PRESENTATION OF ABSTRACTS

These guidelines include:

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

1. Declaration of conflicting interests (**MANDATORY**)

- ✓ **Please 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 conflicts 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:** max 7 mins + 5 mins for audience questions and discussion
 - Make sure not to exceed the given presentation time!
- **Special fonts:** Avoid using special fonts that are external to 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.
- Please note that some people will attend UEG Week Virtual via their smartphones – it is therefore better to have less text on your slides and make sure it is big enough also on small screens.

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.

4. Pre-recording of your presentation

General information

- Even though all live sessions during the congress will feature live interaction with the audience, all speakers and abstract presenters will pre-record their talks.
- The whole session will seem live, as we will provide seamless switches between the live panel and the pre-recordings.
- Per Live Abstract-based session, there is a total of max. 5 Abstract presentation of max. 7 minutes each.
- **Talks can also be shorter but not longer!** (Make sure you don't exceed a number of 10-15 slides per talk.)
- The recording will be done via a Zoom call.
- You will be able to navigate your slides yourself during the pre-recording.
- You will be able to do 2 run-throughs if needed (not more).

Book your recoding time slot

- You will have to book a pre-recording time slot of 30 mins in an online booking system.
- You will receive the invitation to book your time slot in August.
- Timeslots will be allocated on a first-come first-served basis. Therefore we would recommend to book your preferred timeslot as soon as possible.
- The following pre-recording timeslots will be available:
 - **September 1 – September 10** (Monday to Friday each), **09:00-19:00 CEST**
- Pre-recording slots need to be booked min. 48 hours prior to the desired slot.
- As soon as you have booked a timeslot, you will receive a confirmation email with your Zoom access link for your booked time slot.

Upload your slides

- Before you can start your recording, you will have to upload your slides, therefore please plan accordingly and upload them **at least 3 hours before** you have scheduled your recording (via the online booking system)
- Make sure your slides are 16:9 and in the UEG slide template. Include your **COI declaration** on the first slide.

Technical details

- Check your firewall and ensure that use of Zoom is allowed. This is sometimes not the case in hospitals.
- Install the Zoom app to your laptop (or the device you will be using for the pre-recording and live session).

- Watch our “How to Zoom” video that will be included in the invitation to book your pre-recording time slot.

Access your time slot

Access the Zoom call for your recording time slot via the link provided in your confirmation email. Please make sure to be in the Zoom call on time.

Sound check

Before the recording starts, our provider will double-check the lighting and sound with you. You will also be able to test the slide navigation. Please follow all instructions of the provider carefully – they have a lot of experience and will help you to get the best outcome!

Time management

Make sure that you stick to the time foreseen for your talk during the recording. Our provider will make you aware in case you exceed the predefined maximum time of your talk.

If you have any questions regarding your recording in general, please contact ueg@estensis.com.

If you have any questions regarding your talk, please contact Raphaela Pfaffenbichler at rp@ueg.eu.