

GUIDELINES FOR ORAL PRESENTATION OF ABSTRACTS

These guidelines include:

1. **Mandatory declaration of conflicts of interest (COI)**
2. **Speaker Centre**
3. **Technical points and recommendations for presentations**
4. **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 COI slide template [here](#).

UEG is committed to ensuring scientific rigour and objectivity in all 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 a potential conflict of interest.

2. Speaker Centre

- ✓ Please **hand in your PowerPoint Presentation slides the day before** or at least three hours prior to your talk.
- ✓ Make sure to upload your presentation slides in time! Technical staff is available to advise and assist.
- ✓ The Speakers Centre is located in Foyer A, in the registration area.

Opening Hours

Friday, October 7	14:00 – 18:00
Saturday, October 8	07:00 – 18:00
Sunday, October 9	07:00 – 18:00
Monday, October 10	07:00 – 18:00
Tuesday, October 11	07:00 – 15:00

In the lecture room

- Your uploaded presentation slides will be available in the session room via a special computer network, which is operated by a technician. The use of personal notebooks is not allowed.
- Any changes in your presentation must be made at the Speakers Centre prior to your talk. No changes can be made at the lecture room!
- **At the lectern:** A monitor shows the current slide of your presentation. You can use the mouse to navigate through your slides and to point out specific areas to the audience. Please note that the presenter view is not supported. Speaker notes can be printed at the Speakers Centre.

3. 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 slide template [here](#).
- ✓ Bring your presentation on one of the following storage media: MS Windows-compatible USB memory sticks as well as USB hard drives. In emergency cases, it is possible to download presentation via internet that a speaker saved in a location of choice. Make sure to store all your files (presentation slides, videos, graphics and images, animations) in one folder
- ✓ **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.
- **Legibility check:** On presentation mode, your text should be large enough to be easily readable 1.5 to 2m away from your computer screen.
- Please note that some people will attend UEG Week virtually 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.
- The following presentation formats are allowed for upload: MS PowerPoint (up to MS Office 365), Adobe PDF, Movie files.
- The following presentation formats cannot be handled or uploaded: Prezi, Apple Keynote

- Please be aware that presentations made on Macintosh computers generally do not run properly on a PC. Please visit the Speakers Centre to check for incompatibilities. The technical staff there can fix most of them.

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4. 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.