
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. **Speaker Centre**

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](#).

Find more information [here](#).

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 slide template [here](#).
It is mandatory to use the UEG slide template. Industry sponsors are only allowed to be shown on the last slide of your presentation.
- ✓ 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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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. Speaker Centre

- ✓ Please **hand in your PowerPoint Presentation slides the day before** or at least three hours prior to your talk. Plan enough time for uploading as you will also need to fill out a form regarding your COI.
- ✓ Make sure to upload your presentation slides in time! Technical staff is available to advise and assist.
- ✓ The Speakers Centre is located in the entry hall.

Opening Hours

Friday, October 11 14:00 – 18:00

Saturday, October 12 07:30 – 18:00

Sunday, October 13 07:00 – 18:30

Monday, October 14 07:30 – 17:30

Tuesday, October 15 07:30 – 14:30

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.

If you have any content related questions, please contact Verena Hartl at v.hartl@ueg.eu.