

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 (COI)

Please make sure to insert a declaration of conflicting interests as the first slide of your presentation. **This slide is mandatory for all speakers and for each presentation, even if there are no COIs to declare.** Industry sponsors are only allowed to be shown on the last slide of your presentation.

Download the UEG slide template, including the COI slide, [here](#).

Find more information [here](#).

2. Technical points and recommendations for your presentation

It is mandatory to use the UEG slide template.

Presentation format:

- Use the 16:9 slide format for your presentation. Both PowerPoint and PDF slides are possible and may be used for your presentation.
- Avoid using special fonts that are external to Microsoft PowerPoint or MS Word, since these might be displayed incorrectly.
- To insert special characters/symbols, always use the ‘Symbol’ function in the ‘Insert’ menu of your programme.
- Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- In presentation mode, your text should be large enough to be easily readable 1.5 to 2m away from your computer screen.
- Make sure your presentation is mobile-friendly by keeping text minimal and using a font size that remains easy to read on small screens, as some people will attend UEG Week virtually on their smartphones.

Time management:

Check your scheduled presentation time.

- Presentation time is a maximum of 7 minutes, followed by 3 minutes for audience questions and discussion.

Make sure not to exceed the given presentation time!

3. Tips and tricks for preparing an effective presentation

General recommendations

- 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 recommendations

- 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.
A clear, well-structured presentation should cover the following:
- 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. Slide Upload & Speaker Centre

Make sure to upload your presentation slides on time!

Please hand in your PowerPoint slides the day before your talk, or at least three hours in advance, at the on-site Speaker Centre. A pre-upload option will also be available starting about two weeks before the congress, and you will receive a separate email once it opens.

Presentation upload

- 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 Mac’s 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.
- Bring your presentation on one of the following storage media: MS Windows-compatible USB memory sticks, as well as USB hard drives. It is possible to download the presentation via the 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.

Speaker Centre

The Speaker Centre is located onsite in [Fira Gran Via \(North Entrance\)](#), Hall 8, next to the registration area. Technical staff are available to advise and assist during the opening hours.

Opening Hours

Friday, October 16 14:00 – 18:00

Saturday, October 17 07:30 – 18:00

Sunday, October 18 07:00 – 18:00

Monday, October 19 07:30 – 17:30

Tuesday, October 20 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. No changes can be made in the lecture room!

- The use of personal notebooks is not allowed.
- Any changes in your presentation must be made at the Speakers Centre or via the pre-upload function prior to your talk.
- 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's view is not supported.
- Speaker notes can be printed at the Speakers Centre.

If you have any content-related questions, please contact Sabina Turcanu at s.turcanu@ueg.eu