



## INSTRUCTIONS FOR ORAL PRESENTERS

For your convenience, we have summarised the most important information for your oral presentation during ESTIV 2024 below. **Please pay close attention** to the information provided.

### 1. BEFORE THE CONGRESS

#### Scientific Programme

The schedule and times of all individual oral presentations are published on the congress website and can be found [here](#). Unfortunately, there is no possibility of changing the date and time of any of the presentations.

#### Programme and abstract book

The title and name of the presenting author will be stated in the programme book which will be provided to all congress participants. Your submitted abstract will be published in the abstract book which will be digitally provided. Changes in the abstract book as well as adding author names is not possible anymore.

#### Registration

All presenting authors of ESTIV 2024 are obligated to register for the congress. Please kindly note that it is required to register and pay **before 31 March 2024** to be guaranteed a spot in the Scientific Programme. Please use the following link for more details about the registration fees and to register for ESTIV 2024: <https://www.estiv.org/congress2024/registration/>

#### Travel

ESTIV 2024 will take place at Cubex Center Prague. For more information about how to get to the venue, please visit the congress website by clicking [here](#).

### 2. PREPARING YOUR ORAL PRESENTATION

#### Content and language

Presenters are fully responsible for the content of their presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the congress.

#### Presentation duration

The total session time is precisely divided among the number of speakers. Sessions can last 60, 90, or 120 minutes.

- **120-Minute Sessions:** Most parallel sessions are 120 minutes long. Unless otherwise indicated by the session chair, each oral presentation (excluding invited lectures) should last 15 minutes, plus additional time for 2-3 questions.
- **90-Minute Sessions:** These sessions will also have their time equally divided among the presenters. Included additional time for 2-3 questions.
- **60-Minute Sessions:** Early Stage Researchers Sessions last 60 minutes, the time will be shared equally among the speakers including time for 2-3 questions.



Presenters are requested not to exceed their allocated time. The schedule will be strictly followed by the chair due to the program's structure. If you have any questions or uncertainties about the duration of your presentation, please contact [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com).

### **Presentation and screen format**

Oral presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress.

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or a short movie file(s), speakers are advised to save each file separately and test in advance.

#### For MAC users:

In order to use MAC presentations on a PC-compatible computer please note that you need to prepare it according to the instructions below before bringing it to the meeting room:

- Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case, please provide it with a VGA adaptor for external signal. Please test carefully in advance.

## **3. DURING THE CONGRESS**

### **Arrival at the congress**

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk.

### **Uploading presentation**

Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress. We kindly ask all speakers to make sure that the presentation is uploaded on the laptop in the allocated meeting room at least 20 minutes before the start of the session. We have technicians (or the session chair) available who can assist you with uploading and preparing your presentation.

### **Meeting room and technicalities**

In principle, it is not possible to use your own laptop for the podium presentation. The laptop in the presentation room is linked to the screen and the audio facilities. Also, the internet and a lectern with a microphone will be available for all presenters. If you need additional equipment, please inform the congress secretariat accordingly.

### **Session chair**

As an oral presenter, you should arrive approximately 20 minutes before the start of the Parallel Session in the designated meeting room. The session chair will welcome and guide you. The session chair will also introduce you before your presentation starts. If there are any technical problems, you can contact the AV supplier through the session chair.

### **WIFI**

Free WIFI is available in the venue. An access code will be provided to you by the organisation on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

### **Lunch**

During the congress days of ESTIV 2024, lunch is included for all participants and presenters.

## **4. QUESTIONS OR CANCEL ORAL PRESENTATION?**

If for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com).