Presentation Guidelines for Presentations

(excluding Poster discussion and Electronic Poster)

PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE CREATING YOUR PRESENTATION

All presentations should be uploaded in advance of ISAPS Olympiad Athens World Congress using the following guidelines. Speakers are invited to check their presentations at our speaker ready room on site. **Please note that due to session timings free paper presenters will not be able to use their own laptops to present in any circumstances. Please visit our speaker ready room on site, ideally the day before your presentation, if you have any questions or problems with upload.**

Guidelines for Presentation upload (excluding Poster discussion and Electronic Poster [see here for poster instructions]):

- **Please upload your presentation by Friday, August 18, 2023 when the presentation upload function will be closed. Any changes after this date need to be checked in at the Speaker Ready room onsite.**

Please adhere to the following general guidelines:

- Presentations **must** be in PowerPoint format and media/special fonts or video content must be fully embedded (if you are linking to external files they will not run once copied over so this is not recommended).
    - Session times will be strictly adhered to, and moderators are instructed to stop presenters who run over, please therefore consider this in preparing slides for free papers, as a general guide please include:
    - **no more than 25 slides for Keynote presentations [Faculty]**
    - **no more than 10 slides for Oral Communications of 7 minutes**
    - **no more than 5 slides for Rapid Fire presentations of 3 minutes**

The laptops used by our onsite AV team will use a Windows operating system and therefore if you are creating your ppt on a Mac computer, or you've converted a file from another application (Keynote, Google Slides), we recommend you use transferable fonts and videos must be embedded.

The following link may help you with this process.

We highly recommend that Mac users verify the look of your presentation in the speaker ready room onsite to ensure that images, fonts and videos display correctly.

Please note: Slides must be in 16:9, widescreen format

- Size of slide should be the default setting: 33.867 width x 19.05 height

- If you wish to modify your presentation after uploading, please edit the document on your own computer, log back in, and upload your new version **before the submission deadline of Friday, August 18, 2023** to ensure we have your latest presentation ready.

- If you have more than one presentation, you will find links corresponding to the times for all your presentations after you log in. Please be sure that you upload the correct file to the corresponding time slot, or it will not be available at the time you are scheduled to present.

- **<u>IMPORTANT INFORMATION</u>**:

- We are prepared to accept presentations on site if they are brought on a USB-Memory (Stick). You can also plug in your own laptop to upload your presentation at the Speaker Ready Room. Please note that ALL files (including any video or movie files) MUST be fully embedded!
- We recommend that you visit the Speaker Ready Room on site in Athens to do a final check of your presentation! This needs to be done at least 2 hours before your session starts.
- It is mandatory that you include the "Declaration of Conflict of Interest-Slide" into each of your presentations.
- Please remember that ALL free paper presentations (those accompanied by an original abstract submission) are eligible for our scientific awards. These will be presented in all subject categories and all presentation types (oral presentation, rapid fire and poster discussion) at our Awards Ceremony from 4.15pm on Saturday September 2, **all presenters should attend this session for awards presentation.**
- Each session room will have a lectern, microphone, clicker, laptop computer (with Windows 10 operating system), and a digital projector. PowerPoint is the only communication tool available in all session halls.
- If you have any questions, please do not hesitate to reach out to the ISAPS Event Team – registrar@isaps.org

For your presentation, we will provide a lectern, microphone, clicker, laptop computer (with Windows 10 operating system), and a digital projector in each room. PowerPoint is the only communication tool available in all session halls.

1. Speakers are kindly asked to observe that only computers provided by the congress may be used for showing your presentations. We recommend that all presentations are uploaded remotely in advance and then checked again in the Speaker Ready Room on-site to give the final approval.

2. If your presentation is uploaded on time, it will be loaded into a presentation handling system that will store and distribute your presentation to the session hall in time for your session. If you miss the deadline, or make a change after the deadline, please bring your presentation to the Speaker Ready Room onsite.

3. The staff of the Speaker Ready Room will load your presentation into the system so that it will be available at the lectern in your session hall when you come to speak.

4. If you are giving more than one talk during the congress, you may upload all your presentations at the same time, and they will be sent to their corresponding session halls at the time of your sessions.

5. We are prepared to accept presentations on site if they are brought on a USB-Memory (Stick). You can also plug in your own laptop to upload your presentation at the Speaker Ready Room. Please note that ALL files (including any video or movie files) MUST be fully embedded!

6. Presentations should be saved as „*.ppt", "*.pptx" (= PowerPoint) or „*.pps",*.ppsx" (=PowerPoint Slideshow).

Thank you again for your participation at ISAPS Olympiad Athens World Congress 2023.

We look forward to seeing you!