

## GUIDELINES FOR ORAL PRESENTATIONS

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**All presentations should be prepared in PowerPoint (file extension.pptx).**

Presentations will be shown with a personal computer with **Windows 10 and PowerPoint 2019 in 16:9 format.**

All presentations must be delivered directly to the Slide Centre at least 2 hours in advance of the presentation time. If your presentation is scheduled for the first morning session, please deliver it the evening before.

To ensure that your presentation runs smoothly, please adhere to the following guidelines when preparing:

- 16:9 format
- Use Windows standard fonts only. The use of language-specific or non-standard fonts is not recommended
- Images: do not use the copy/paste mode by taking the image from another application, always use the INSERT IMAGE FROM FILE mode of PowerPoint (JPG or PNG format)
- Video: The most compatible format suggested for videos is MP4. In order to avoid any problems with the correct playback of the videos and any animations, the presentation should only be saved as a pptx file and with the videos embedded
- Apple Keynote users: the presentation must be exported and saved in pptx format by selecting it in the advanced options window. We recommend that you always test your presentation on a computer with Windows installed (preferably Win 10)

We remind you that the **first slide of the presentation** must report the presence (or absence) of potential conflicts of interest for relations, including funding, with subjects with commercial interests in the health field (model slide published on the congress website, programme page).

At the event: Should you have any technical questions, you will find our technicians at the Slide Centre to help you in checking the correct functioning of the presentation itself or to provide you with appropriate back-up solutions.

**Restrictions:** Personal computers may not be used in the hall. Presentations must be handed in to the Slide Centre in due time, no direct upload from the hall computer is allowed.

### Slide Centre opening hours

The Slide Centre and Congress Secretariat will be open as early as Tuesday 24 May from 3 pm to 7 pm for those who need to deliver presentations for the first courses on Wednesday 25 May.

During the Congress, the Slide Centre will have the same opening hours as the Congress Secretariat:

Tuesday, 24 May	3.00 pm – 7.00 pm
Wednesday, 25 May	7.00 am – 7.30 pm
Thursday, 26 May	7.15 am – 7.30 pm
Friday, 27 May	7.15 am – 2.00 pm
Saturday, 28 May	7.15 am – 1.00 pm

## GUIDELINES FOR ORAL COMMUNICATIONS

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Time available for each presentation: **8 minutes + 2 minutes for discussion.**

We remind you that the **first slide** of the presentation must report the presence (or absence) of potential conflicts of interest for relations, including funding, with subjects with commercial interests in the health field (slide model published on the congress website>> programme page).

## GUIDELINES FOR VIDEOS

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Standard videos (MP4 files), 4K (=Ultra HD) videos and 3D videos will be presented in separate sessions according to type. Video contributions must be no longer than **8 minutes**, including titles, in order to leave **2 minutes for questions.**

The authors of the accepted videos must **send the complete video with soundtrack**, maximum size 1GB, using the Internet file transfer service [www.wetransfer.com](http://www.wetransfer.com) (supports free forwarding of content up to 2GB in size with a link that can be shared by email) or another online file transfer service of your choice, **by 13th May 2022** to: [sio@studiovisio.it](mailto:sio@studiovisio.it)

## GUIDELINES FOR POSTERS

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Posters will be displayed in paper format for the duration of the congress, with a dedicated session for discussion, which will take place in the Exhibition Area on Thursday 26 May from 4.30 to 5.30 p.m. and in which at least one author must be present alongside his/her work.

**Maximum poster size: 70 cm (base) x 90 cm (height), vertical orientation.**

Posters can be put up from Wednesday 25 May (Secretariat office hours) until Thursday 26 May at 10.00 am; they can be collected after 10.00 am on Saturday 28 May. The Organising Secretariat will not be held responsible for any posters not collected.