Instructions for Oral Presentations

Thank you for presenting at IPVC 2024

This page is designed to prepare you for your Oral Presentation at IPVC 2024. Please visit the page regularly for updates on technical requirements, deadlines and general information.

Who are these guidelines for?

- Invited speakers in Plenary and Workshop sessions.
- Presenting authors of abstracts selected for Oral Presentation.
- Presenting authors of On-Demand Content

Please refer to the scientific programme for further details on your session type.The preliminary program at a glance can be viewed on the Conference's website HERE.
To view your entire schedule, please access the general search and search for your **last name**.
All the sessions in which you are involved will appear, including the session title, date and time. Please make sure to check the online program regularly for updates as changes may occur.

As an Invited Speaker or Oral Presenter, you will need to:

Invited Speakers and Oral Presenters are expected to attend the Conference in person and present their lecture or abstract at the Conference venue in their allocated session. If you will not be able to travel to Edinburgh, UK, please contact

the Conference Secretariat at IPVC2024@kenes.com as soon as possible.

Oral Abstract presenters will have **10 minutes** to present their abstract and **3 minutes** for Q and A.

A link was emailed to you with the registration instructions. Please refer to the email for further details. If you cannot find it, please check your spam box as well and contact us at reg_ipvc24@kenes.com as soon as possible.

IMPORTANT: Abstract presenters who have not completed their registration or have not emailed the IPVC2024 Secretariat to confirm any possible special circumstances by **September 1st, 2024**, will be removed from the scientific program.Filling the Conflict-of-Interest Form is **mandatory** in accordance with the CME/CPD compliance requirements. The Form was already sent out via email from the IPVC2024 Secretariat. If you have not yet received the form, please check your spam folder first, and email us at ipvc_abstracts@kenes.com.The Consent Form is completed online in your profile area and is **mandatory** for all presenters and moderators at the Conference. The IPVC 2024 Secretariat has already emailed you your login details and further instructions on completing the form. If you have not received the form yet, please check your spam folder first, and email us at ipvc_abstracts@kenes.com.Please submit a photo and short biography to allow the Conference attendees to get better acquainted with your professional background before attending your session. The upload of this information is completed online in your profile area. The IPVC 2024 Secretariat has already emailed you your login details and further instructions on completing the speaker profile. If you have not received this communication yet, please check your

spam folder first, and email us at ipvc_abstracts@kenes.com.

Instructions for a Recorded Session

Please schedule a recording session through the link that you received via email. If you have not received a scheduling link, please email the conference secretariat at IPVC2024@kenes.com

You can find Instructions on preparing for your recording session [here](#).

PowerPoint Presentation Guidelines

PLEASE NOTE: **In compliance with CME/CPD requirements all speakers and oral presenters are requested to disclose any conflicts of interest.**

- The **first slide** of your presentation must be your **name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add "No Disclosures". You can download a template **[HERE](#)**.
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".

- Bring your slides to the Speakers' Ready Room on a USB stick.
- You are asked to only use the Conference computers in the session halls for presentation purposes. The Conference will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session.
- You can upload your presentation slides in the Speakers' Ready Room as soon as you arrive at the venue, up to **2 hours before the start of the session**.
- If you combine video clips with PowerPoint, please make

- sure to test it in the Speakers' Ready Room prior to your session, up to 2 hours before the start of the session.
  - In the Speakers' Ready Room, please check with the technician if the sound and picture from the video are transmitted well.

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9. Click **HERE** for information on how to change the ratio to 16:9 in PowerPoint in order to avoid misplacement of text and pictures when presenting.
- **Tips:** For some tips on preparing for your presentation click **HERE**.

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as **JPG**. The following file types will **NOT** be visible on a PowerPoint based PC – TIF, PNG or PICT.

Promotional Toolkit

To promote your participation at IPVC 2024, please refer to our [Promotional Toolkit](#) page. In addition to the official [PowerPoint template](#) for your presentation, you will also find IPVC 2024 letterheads and more.