



### Instruction for JPGN Speakers

#### Technical Equipment

Your room is equipped with a laptop and presenter. As a network based presentation management is used to ensure a smooth running and simple handling of all presentations, kindly note that it is **not possible to bring your own laptop**.

**Presentation Time** – most presentations include a short discussion at the end. Kindly check the programme for details. Please make sure **not to exceed your assigned presentation time!**

Length of Presentation	Presentation Time	Discussion Time
5 minutes	3 minutes	2 minutes
7 minutes	5 minutes	2 minutes
10 minutes	8 minutes	2 minutes

### Prepare your Presentation

#### Presentation Format

- Language English
- Format **16:9 / .ppt | .pptx**
- Fonts/Files Please do not forget to embed your fonts and all files (e.g. videos) in your presentation. *Please make sure that you **do not use PowerPoint Show \*.ppsx or Apple Keynote.***
- Template Please feel free to use the template provided at the speakers' corner on the website.

#### Use of logos / brand names

According to the EACCME rules and the ESPGHAN code of conduct, presentations must not display any company/ institute logos in presentations. Please also refrain from using commercial brand names in your presentation and use generic names for drugs and other products instead.

#### Disclosure – Conflict of Interest Slide

All presentations must include the declaration of potential conflict(s) of interest of the presenter and any co-authors (if applicable). At the beginning of the upload you will be asked to indicate your potential conflict of interest. This information slide will automatically be inserted into your presentation.

### Hand in your Presentation

The easiest way to hand in your presentation is the **online upload**. You have the possibility to upload, download, change and reload your presentation at any time prior to the Annual Meeting. Your personal link will be sent to you by e-mail in the second half of May 2022.

Of course presentations can also be uploaded on site in the **Speakers' Ready Room** – latest 2 hours prior to your talk:

Wednesday, 22 June	07:00 - 18:00
Thursday, 23 June	06:30 - 18:30
Friday, 24 June	06:30 - 18:00
Saturday, 25 June	07:30 - 13:00

### Hold your Presentation

Speakers should be in the session room **15 min.** before the beginning of the session to meet with the chairperson(s).

Please strictly follow the instructions of the chairperson(s), especially with regard to the time allocated to your presentation. A timer on the screen will show the length of your presentation including the discussion time at the end if applicable.

### Thank you very much for your contribution to a successful Annual Meeting!