



Instructions for WHO Course Speakers

For details on your session / presentation including the length of your presentation please have a look at the up-to-date online programme. It includes the entire scientific programme as well as the room allocation and can be found [here](#).

Technical Equipment

Each 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
10 minutes	8 minutes	2 minutes
15 minutes	12 minutes	3 minutes
20 minutes	17 minutes	3 minutes
25 minutes	20 minutes	5 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.

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