

Instruction for 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 – each presentation includes a short discussion at the end:

Length of Presentation	Presentation Time	Discussion Time
10 minutes	8 minutes	2 minutes
15 minutes	12 minutes	3 minutes
20 minutes	22 minutes	3 minutes
25 minutes	20 minutes	5 minutes
30 minutes	23 minutes	7 minutes
33 minutes	25 minutes	8 minutes

Prepare your Presentation

Presentation Format

- Language English
- Format **16:9 / .ppt | .pptx**
- Fonts/Files Please don't forget to embed your fonts and all files (e. g. videos) in your presentation. For PowerPoint 2007 and older video files have to be uploaded separately.

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) on the first slide(s) of the presentation. At the beginning of the upload you will be asked if a disclosure slide is already included in your presentation. If not, please choose 'No' and enter the respective text:

- I have no potential conflict of interest to report **OR**
- I have the following potential conflict(s) of interest to report: *please state all potential conflicts(s) here*

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 has been sent to you by e-mail.

Of course presentations can also be uploaded on site in the **Speakers' Ready Room**:

Wednesday, 5 June	07:00 - 18:00
Thursday, 6 June	06:30 - 18:30
Friday, 7 June	06:30 - 18:00
Saturday, 8 June	07:30 - 12:00

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!