



## 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	17 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!**