

PRESENTER GUIDELINES – CASE-BASED DISCUSSIONS AND WORKSHOPS

Deadline for upload of presentations: Wednesday, August 19, 2020

The following guidelines will provide you with valuable information about preparing and uploading your presentation file. Please read these carefully.

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GENERAL INFORMATION

All presentations should be prepared and uploaded in PowerPoint format. This will enable you to assemble and arrange your presentation material in an easy and efficient way.

Presentations not complying with these guidelines may not play properly on the online event platform.

In particular, please pay attention to the sections regarding the timing of your lecture and the appropriate number of slides for your presentation.

Case-based Discussion and Workshop lectures will be presented live in sessions during the CIRSE 2020 Summit, which will then be available on-demand in the CIRSE library, library.cirse.org afterwards.

PREPARING YOUR PRESENTATION MATERIAL

Formal and technical requirements

1. **Format:** Presentation files will be accepted in MS PowerPoint format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
2. **Versions:** Your presentation must be prepared in MS PowerPoint 2010, 2013 or 2016.
3. **Language:** As the official congress language is English, all presentations have to be given in **English**. If English is not your native language, we recommend that you have your presentation proof-read by a native speaker if possible.
4. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
5. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
6. Presenters at CIRSE meetings must be sensitive to diversity and ensure that their presentations are **free from any content** (whether oral or visual) **that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
7. **Copyright reserved material:** It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
8. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
9. **Movies:** Supported formats are .avi, .wmv, .mpg or .mp4. If your presentation contains movies, always remember to embed the movie into the PowerPoint file and save it as .pptx. Movies cannot be embedded in .ppt files.
10. **Please note that macros should not be used** and **flash-animations are not supported**.
11. **File name:** The name of the presentation file should include the presenter's name and the presentation number (max. 50 characters). To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation. **Do not** use any **passwords or encryption** for your files.
12. **File size:** The size of one presentation **should not exceed 100 MB**.
13. Please use "WinZip" to pack your data (free download at www.winzip.com).

Slide design

1. **Aspect ratio:** The aspect ratio of your presentation should be **16:9**.
2. **Font size:** The minimum recommended text size for easy viewing is 20 points.
3. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.
4. **Text:** Your guiding principle should be "**As much as necessary, as little as possible**". The text should be concise and to the point; key facts should be highlighted. No more than seven text lines should be used on one page.
5. **Timing and number of slides:** When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, **2-2.5 slides per minute** is a reliable rule. A higher number of slides than this will invariably result in your lecture running over the allocated time.
6. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background – light fonts; avoid red and green).
7. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the screen.
8. **Images and movies:** It is recommended that you collect your illustration material well in advance. Do not select too many images and/or movies. Concentrate on those which emphasise your key points and conclusions optimally. Try to avoid overlying images on one slide as they cannot be visualised on the PDF version of your presentation in the CIRSE Library.

UPLOADING PRESENTATION FILES

The presentation **upload system will open** at the **end of July** for invited speakers. Your presentation file must be uploaded to the [presentation system](#) by **Wednesday, August 19, at the latest**.

Should you require assistance, please contact scientific@cirse.org.

Thank you for your kind co-operation!

Your CIRSE Scientific Department