GUIDELINES FOR ORAL PRESENTATIONS

By accepting the invitation to present at EACTS Academy you are agreeing to provide your presentation for this training purpose. Copies of all presentations will be saved on a central server, and uploaded to the EACTS Library. Delegates who have attended the courses concerned will be able to view these as reference, but not download them.

You can use the laptop provided by EACTS in the Congress Room, which is either a PC or Mac, or you can choose to use your own laptop. However, you must ensure copies of your presentation are given to EACTS staff for the EACTS Library.

PRESENTATION CONTENT

1. **Language:** English only.
2. **Slide Template:** Use the Academy MS Powerpoint template – available here
3. **Advertising:** Advertising of products or companies is **prohibited**. Any commercial relationships or financial disclosures must be stated on your opening slide.
4. **Patient anonymity must be ensured** at all times. No patient names or any other information leading to the identification of a patient can appear in your presentation material.
5. **Copyright reserved material:** It is the author's responsibility to ensure that any part of the slide show (figures, tables, images, etc) is **free of any third party right.**
6. **References**: Include user references throughout your presentation to support the data presented.

TECHNICAL INFORMATION

1. **Resolution**: Wide screen HDMI format, ensure that your presentation is set up to accommodate slide size for on-screen show (1980 x 1020). Macs format should be 16:10.
2. **Font size**: Minimum recommended text size is 20 points.
3. **File name:** Presentation file names should include the title of your talk and the presenter's last name
4. **Format:** MS PowerPoint format recommended. Keynote accepted.
5. **Versions:** MS PowerPoint 2003 or higher.
6. **File size:** Should not exceed 500 MB.
7. **Saving of files:** You MUST bring a backup copy of your presentation with you to the course on one of the following: USB flash drive (preferred), CDROM or DVDROM.
8. **Audio and movies: All audio and movie files linked with your presentation MUST also be available to us.**

TIPS

1. **Text**: Be concise and to the point, highlighting key facts
2. **Layout**: Keep data and colours on the slides simple
3. **Images and movies**: Do not select too many images and/or movies
4. **Special characters:** Do NOT use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý) to name presentation or movie files
5. **Fonts:** Do NOT use special fonts which are not part of the standard PowerPoint package

Thank you for your kind co-operation.
EACTS Executive Secretariat