



58<sup>th</sup>  
annual meeting  
44<sup>th</sup>  
post-graduate  
course

ESPR  
2024  
SEVILLE  
June 3<sup>rd</sup> - 7<sup>th</sup>



## >>> SPEAKER GUIDELINES <<<

Many thanks for holding a presentation in the **ESPR 44<sup>th</sup> Post-Graduate Course and/or ESPR 58<sup>th</sup> Annual Meeting**.

The aim of this document is to advise speakers on the required format when preparing their presentations for the congress.

### General presentation Guidelines

All presentations must be prepared in Microsoft PowerPoint format using 16:9 slides. Please use the provided **Congress speaker template**; you can also find it on the official web page clicking in the 'Abstracts' section of the menu and then on 'presentation template' to download it:



In case you used a Macintosh system to prepare your PowerPoint presentation, please make sure that it is compatible with a Windows 10 operating system PC. Inform the technical AV staff at the time of delivering your presentation.

The room will be fully equipped, including a Windows 10 operating system and Microsoft 2019 PC, projector, screen, and a laser pointer. It will not be allowed to use personal laptops, tablets, etc. It will be mandatory to use the AV equipment of the room.

### PowerPoint Presentation Guidelines

- All presentations must be in English.
- Use the provided Congress speaker template - as a requirement, **please make sure that you state on the 2<sup>nd</sup> slide of your presentation any perceived or actual conflict of interest.**
- Do not include corporate advertising in your presentation.
- Use high-contrast colors (dark text on light background and vice versa) and avoid using bright colors that could make readability more difficult.
- If you include videos and/or images in your presentation, they should be integrated into the PowerPoint (not linked to a website).



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- We recommend separating the information among all slides. It improves readability to have more slides with less information, than fewer more loaded ones.

### Presentation's delivery – Speakers' room

Presentations must be delivered in the **Speakers' room** located in Triana Room, right next to the Technical Secretariat desk. **Please note that you must deliver your presentation at least 2 hours prior to the scheduled time of your talk.**

We kindly ask you to bring your PowerPoint presentation saved in a **USB flash drive**. In the occasion that your presentation has videos or images included, we recommend saving them in the same file as the PowerPoint presentation for the technicians to have them as backup if any unexpected error occurs during your talk.

Please name the file as follows:

- SESSION
- DATE
- TIME OF YOUR PRESENTATION
- SPEAKERS NAME (Name\_Last Name)
- Ex.: *IMAGING PEDIATRIC EMERGENCIES Neuroimaging emergencies 06.04.2024 – 08:30AM Name Last Name*

### On the day of your presentation

- Please make sure that your talk adapts to the duration set and previously informed by the organization. **Please keep in mind that the scheduled time for your presentation is not extendable. We humbly ask to be strictly complied with it to avoid unnecessary delays.** As prevention, there will be a timer for moderators and speakers placed on stage that would warn you if the time assigned has passed – also moderators have been instructed to stop you from speaking if you go over the allotted time.
- **Arrive at the meeting room at least 15 minutes before the start of the session in which you participate** (not your talk) and introduce yourself as a speaker to the audiovisual technicians and moderator(s). Please sit near the stage to ease the transition between talks.
- Ask the AV technician to go over the setup and to provide instructions on the usage of the speaker laser pointer and timer.
- At the lectern, there will be a monitor as support for following your presentation.
- Speak directly into the microphone, and do not handle the microphone while speaking.