

# 56<sup>th</sup> EPC meeting

Santiago de Compostela | SPAIN  
JUNE 26<sup>th</sup>-29<sup>th</sup> | 2024



## PRESENTATION GUIDELINES FOR SPEAKERS AND CHAIRS

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### **Remember:**

- ✓ *Check the schedule of your presentation 15 days before the congress on the website <https://epc2024.eu>*
- ✓ *Stop by the speakers' room at least two hours before the start of your session to review or deliver your presentation*
- ✓ *Review audiovisual guidelines*
- ✓ *Make the declaration of potential conflicts of interest at the beginning of your intervention*

## 1. DEVELOPMENT OF THE SESSION

Speakers and chairs must arrive at the assigned room 10 minutes before the start time of the session to finalize the organization and development of the session. The coordinator must confirm the attendance of all speakers. The chair will ask all speakers to strictly adhere to the time allotted to them.

### Notice to attending congressmen.

The chair must address the attendees 5 minutes before the start of the session to tell them that they must take their seats, since the session will begin shortly.

### Start of the session

- The chair will request the attention of the attendees, introduce himself, introduce himself to the other chair (if applicable) and communicate the joint topic of the session. You can make a brief introduction to the session that should not exceed five minutes.
- Strict punctuality must be respected. The room will have a clock to facilitate your work
- The chair will introduce the first speaker and begin the session.

### Note that:

The names referring to drugs will in no case be commercial ones.

- If for any reason the use of undescribed or unapproved commercial products is mentioned, you must also include a slide stating that the product is undescribed or still under investigation. The speaker must also mention it verbally to the attendees.
- You must mention at the bottom of the corresponding slide the bibliographic references you use in your presentation.
- You must exclude any information that could compromise or violate patient confidentiality. In order to maintain this confidentiality, **it is VERY IMPORTANT that you hide faces from patient photos that you include in your presentation.**

### No presentations

If a speaker does not appear, the chair will allocate the time of said intervention to questions or discussion, but must never alter the order of the program.

NOTE: any unjustified absence will be taken into consideration by the EPC in the organization of future congresses.

### End of session

The chair will end the session. If you want to briefly summarize the conclusions of the session, you must adhere as closely as possible to the scheduled end time since a new session will follow the same protocol.

## 2. TIME OF PRESENTATION

The date and time of the session in which you participate are indicated in the Scientific Program section on the [epc2024.eu](http://epc2024.eu) website. Check it **15 days** before the presentation date for any changes. It is essential to strictly adhere to the established schedule and presentation time.

## 3. DECLARATION OF POTENTIAL CONFLICTS OF INTEREST

All speakers have the obligation to declare, at the beginning of their intervention using a slide, the possible existence of a conflict of interest related to the content of their presentation or its non-existence.

The EPC understands that the existence of a potential conflict of interest or a commercial relationship does not necessarily imply a bias in the content of the presentation, in fact, it is always assumed that such presentations are free of such commercial biases.

## 4. AUDIOVISUAL MEDIA

Only presentations prepared with **MSPowerPoint 2013/2016, Keynote 7.2, Adobe (.pdf) or Prezi** will be accepted. If your presentation is made with a previous version of **MSPowerPoint 2013/2016**, you must follow the instructions shown at the end of this document to ensure its compatibility.

You must submit the **PowerPoint presentation in the format with a .pptx extension**

The maximum size of presentations should not exceed 1GB. We do not recommend uploading presentations larger than 80 Mb via the web (depending on your upload bandwidth).

If your presentation uses sounds, videos or any other type of elements in addition to the PowerPoint document, please submit everything together in a single folder to verify the correct functioning of all the links. **For security reasons, and even if the presentation has the videos inserted, we recommend copying them to the folder, especially if you use unusual video codecs.**

**Please take into account the following recommendations in order to avoid possible compatibility problems:**

1. Avoid complicated transitions and/or using too many effects
2. If you use looped videos, we recommend that their duration be longer than 3 seconds, since shorter videos may slow down or even stop. Or use .gif
3. When inserting images, use .jpg .png
4. Prepare your presentation using standard fonts, those included in the operating system itself.
5. Conference rooms will have a 16:9 widescreen HD (high definition) screen. We recommend that you create your slides **in 16:9 format.**

### Presentation delivery:

**You must deliver you presentation directly in the speakers' room.** You must submit the presentation at least 2 hours before the start of your session, or the day before if your session starts at 8:30 or 9:00 a.m.

In the Speakers Room you will be assisted by specialized staff who will help you upload, confirm and check your presentation. Once the presentations have been reviewed, they will be sent to the corresponding room to be executed from there. The speakers' room computers will be of the same model as those installed in the conference rooms.

**Screening of presentations delivered after the deadline is not guaranteed. You will not be able to use your own computer or deliver your presentation in the conference room (Auditorium Angel Brage and Auditorium Mozart).**

**3. Innovation Rooms and Circular Room: You must deliver the presentation directly in the room.**

### In the conference room:

Using a convenient interface, you will directly open your presentation in full screen and control it with the mouse. We strongly recommend using the mouse pointer, rather than laser pointers (which are not provided).

The conference rooms will have a 16:9 widescreen HD (high definition) screen. **We recommend that your presentation**, in PowerPoint for PC or MAC or Keynote, **be prepared in this format (16:9 slide)**, although presentations in 4:3 format will also be accepted.

**You will have a single screen with simple projection. Presenter view is not allowed in PowerPoint or Keynote.**

**The moderator may follow the presentation using a monitor.**

**Software characteristics used in conference room computers:**

- Operating systems: Windows 10, Mac OS Ventura
- Presentation software Office PC 2016, Office Mac 2016. Adobe (.pdf), Keynote
- Video formats on Windows and Macintosh systems: .avi / .mpeg / .wmv / .mp4

**Very important:** With the offer of simultaneous sessions, and in order to encourage attendees to make their own calendar, we remind them that they must be extremely strict with the control of the time of each presentation and communication. The chair must remind the speakers of this fact before the start of each session and act so that this premise can be fulfilled.