INVITED SPEAKER PRESENTATION GUIDELINES

AUDIO VISUAL GUIDELINES FOR ORAL PRESENTATION

In order to ensure optimal delivery of your presentation, please stick to the following guidelines in the preparation of your presentation:

- Your presentation must be prepared in PowerPoint version: type .pptx

- Preferred page set-up is standard 16:9 orientation.

- Use standard Windows fonts only. Try to avoid use of non-standard Windows fonts or language specific fonts.

- Images: Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format JPG or PNG).

- Video: MPG, WMV, MOV, MP4 are the only acceptable video formats. To avoid any issue with movies and loops with PowerPoint, presentations should be saved as a .pptx files.

- If your presentation includes video or audio files which are not integrated in the presentation as .pptx file, please ensure they are included within the folder you want to upload or sent by mail. Please also bring a copy on a USB stick with you onsite.

- Please note, if your presentation is created using Office for Mac it must be converted to a PC PowerPoint file before uploading/sending. Please make sure that any Mac-specific fonts or symbols are converted to PC Windows compatible fonts and symbols.

- Speaker notes using "Presenter View Mode" can NOT be displayed during the session in rooms of Forum in Lucerne, local monitors will display only the slides being projected onto session room screens. Please bring a paper copy of your notes for your presentation, if required.

AUDIO VISUAL SUPPORT

For the Invited Speaker in Plenary and Workshop sessions a designated AV Technician will be in the room. Each room will be equipped with an LCD projector, computer, laser pointer and microphone. Presentations must be uploaded via our service (at the Check Point Technik) in advance of the session start. For small meetings room, speakers will select their presentation from the computer at the podium to begin the presentation.

PRESENTATIONS & SPEAKER READY ROOM

Presentations must be uploaded via our service by going at the Check Point Technik in advance of the session start or can be sent by e-mail in advance of the congress to jose.ciriello@eventmore.ch. Please ensure you provide the final version of your presentation a minimum of one (1) hour prior to your scheduled presentation date. Changes to your presentation are permitted in the Check Point Technik onsite. Technicians will be available if assistance is required. Please provide ample time if you require assistance. The Check Point Technik is located at the ground floor of the Congress Centre Lucerne Forum (see map). If you have technical questions regarding your presentation before the congress, you may contact the audiovisual service at jose.ciriello@eventmore.ch or +41 (0)79 230 48 85.

VOTING SYSTEM

The voting system **sli.do** will be used. No more than 4 questions per presentation are allowed, otherwise there's too little time. We have the possibility to show the right answer after the vote. **For this purpose, correct answers must be delivered/indicated to the technician at the Check Point Technik together with the delivery of your Power Point presentation. Questions without correct answer will not be accepted.**

The system allows 5 multiple-choice answers, marked A, B, C, D and E. Alternative start with a letter, the simplest query could be answered by A = yes and B = no, etc.

Example of use:
1. Inquiry as to the state of knowledge at the beginning of the presentation
2. Creating a chart of opinions, e.g. on controversial topics
3. Feedback on your success in terms of imparting new Knowledge/insight
4. To keep the audience interested an engaged
5. To interactively impart knowledge, e.g. which is the best state of the art therapy
6. For case demonstrations, in order to initiate discussion between audience and experts

You will be asking your questions, following which the audience will have 20s to answer. Both your question and the answer-options should therefore be clear and concise so as to allow the audience to pick the right answer inside 20! The format/phrasing of the answer should also be easy to grasp.

Negative choices can be problematic unless they are phrased very clearly, e.g.: "Which of the following statements is WRONG". Double negatives are often misunderstood and therefore obsolete.

Pictures/graphics tend to be well received by the audience, but please ensure that they are of adequate size and resolution, and that they fit onto a single slide of your presentation. Pictures that are spread over multiple slides are difficult to show properly.

Introduce the voting system sli.do at the start
An explanation slide for the audience will be shown at the beginning of each session.
Let your participants know how to join the vote by following these 5 simple steps:

1. Ask people to open their browsers on any device like smartphone, tablet or laptop

2. Navigate them to slido.com

3. Tell them to enter the event code **saoo2020**

4. Tell them to select the room (Plenum D, Plenum F, Forum1, Forum2)

5. Vote