



INSTRUCTIONS FOR ALL ORAL SESSION PRESENTERS

For your convenience, we have summarized the most important information for your oral presentation at IPOS 2024 Congress below. Please pay close attention to the information.

1. BEFORE THE CONGRESS

General Programme

The schedule and times of all oral presentations are published on the congress website and can be found [here](#). Unfortunately, there is no possibility of changing the date and time of any of the presentations.

Abstract book

Your submitted abstract will be published in the abstract book which will be provided. Changes in the abstract book as well as adding author names can be implemented till July 31st, 2024. After this date, changes can no longer be implemented.

2. PREPARING YOUR ORAL PRESENTATION

Content and language

Presenters are fully responsible for the content of their presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the congress.

Presentation formats and duration

The total session time is precisely divided among the number of speakers. Sessions can last 60, 75, or 90 minutes.

Unless otherwise indicated by the session chair, each oral presentation (excluding invited lectures) should last 15 minutes. Included additional time for 2-3 questions.

Presenters are requested not to exceed their allocated time. The schedule will be strictly followed by the chair due to the programmes structure. If you have any questions or uncertainties about the duration of your presentation, please contact helpdesk@klinkhamergroup.com.

Presentation and screen format

All presentations have to include a **disclosure slide**. The disclosure slide template can be found on [this page](#).

Oral presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress.

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or a short movie file(s), speakers are advised to save each file separately and test in advance.

For MAC users:

In order to use MAC presentations on a PC-compatible computer please note that you need to prepare it according to the instructions below before bringing it to the meeting room:

- Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case, please provide it with a VGA adaptor for external signal. Please test carefully in advance.

3. DURING THE CONGRESS

Arrival at the congress

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk.

Speaker ready room

Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the Speaker ready room. We kindly ask all speakers to make sure that the presentations are ready in the Speaker ready room at least 20 minutes before the session you are presenting in. In the Speaker ready room we have a technician available whom can assist you with the preparations of your presentation. The technician will make sure that your presentation is available in the meeting room you are presenting.

Meeting room and technicalities

In principle, it is not possible to use your own laptop for the podium presentation. The laptop in the presentation room is linked to the screen and the audio facilities. Also, the internet and a lectern with a microphone will be available for all presenters. If you need additional equipment, please inform the congress secretariat accordingly.

Session chair

As an oral presenter, you should arrive approximately 20 minutes before the start of the Parallel Session in the designated meeting room. The session chair will welcome and guide you. The session chair will also introduce you before your presentation starts. If there are any technical problems, you can contact the AV supplier through the session chair.

WIFI

Free WIFI is available in the venue. An access code will be provided to you by the organization on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

4. QUESTIONS OR CANCEL POSTER PRESENTATION?

If for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via helpdesk@klinkhamergroup.com.