Annual Global
Meeting

IGCS
SEOUL 2023

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PowerPoint Presentation Guidelines

Speakers are kindly required to sit on the first row of the session hall for smoother transitions, and to prepare and upload their PowerPoint presentations following the below guidelines.

POWERPOINT PRESENTATION GUIDELINES
In compliance with CME/CPD requirements, all speakers and oral presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add "No Disclosures". You can download a template from the IGCS 2023 Digital Speaker Ready Room resources page.
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".

PRESENTATION LAYOUT AND RATIO
- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9.
- For information on how to change the ratio to 16:9 in PowerPoint to avoid misplacement of text and pictures when presenting, as well as other helpful tips, please visit the Digital Speaker Ready Room resources page.
- MAC users are advised to review the Important for MAC Users section online.

ONSITE PRESENTATION SLIDE UPLOAD
- You are requested to bring your slides to the Speaker Ready Room (SRR) on a USB stick. The SRR is located on the 2nd floor of the meeting venue (room 209A). Visit the online resources page to view the SRR opening hours.
- You are asked to only use the meeting computers in the session halls for presentation purposes. We will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session. **The onsite upload in the SRR is mandatory even if you have previously sent your slides via email for moderator review.**
- Please upload your presentation slides in the SRR as soon as you arrive at the venue in the morning and **at least 1 hour before the start of the session**.
- If you combine video clips with PowerPoint, please make sure to test it in the SRR during a coffee or lunch break prior to your session and at least **2 hours before** the start of the session. In the SRR, a technician will assist you in checking whether the sound and picture from the video are transmitted well. Please make sure to repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

In case of questions, please write to vdanielsen@kenes.com or visit the Speaker Ready Room onsite, located on the 2nd floor of the meeting venue – room 209A. Thank you for your valuable contribution to the success of the IGCS 2023 Meeting!

IGCS

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In
Collaboration
With

대한부인종양학회
Korean Society of Gynecologic Oncology