

## PowerPoint Presentation Guidelines

Speakers are kindly requested to sit on the **first row** of the session hall for smoother transitions. In case of group discussions, speakers will be asked to sit at the head table. Before the session start, **an IGCS staff member will be available at the front of the hall for further directions.**

To prepare for your presentation, please follow the guidelines below. **It is mandatory to upload your PPT slides in the Speaker Ready Room (SRR) onsite at least one hour before your session start** even if you have previously sent them via email.

### 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 2024 Digital Speaker Ready Room](#) resources page.  
*\*Please note: IGCS Poster Talk presenters are required to use a different template. For more details, please [see here](#).*
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".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 in the foyer on level 5 of the meeting venue. 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.

Thank you for your valuable contribution to the success of IGCS 2024! In case of questions, please write to us at [vdanielsen@kenes.com](mailto:vdanielsen@kenes.com) (Valentina Danielsen, Scientific Program Manager) or find us in the Speaker Ready Room onsite, located in the foyer on Level 5.