

## GUIDELINES FOR ORAL PRESENTATIONS

Please pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need. Please inform the AV ESRR Office immediately of any changes in title, presenter or mailing address. Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled, and it is impossible to delay presentation of any scientific paper.

### REPORT

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All presentations have to be held in English. Do not cover too many details. Apportion your message appropriately. Discuss only the major points of your work, supported by the conclusions drawn from your data. Remember that you have to communicate with the audience in a limited time. A rushed presentation is of no use to the audience and your reputation. If you exceed the allotted time, the session chairperson will be forced to terminate your presentation.

### PRESENTATION

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Identify yourself to the session chairperson 10 minutes before the session. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk. Speak directly into the microphone in a normal voice and do not handle the microphone. Your maximum presentation time is 9 minutes plus additional 3 minutes discussion time.

### POWERPOINT PRESENTATIONS

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Any laptop/computer presentations have to be installed on the server of the Congress Centre and will be “transferred” to the respective room of the presentation. NO private computers will be allowed to be used for the sessions. Preview of the presentation is possible in the preview room.

### PREPARATION OF YOUR PRESENTATION

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- Keep data on each PowerPoint slide simple (better divide it into several slides than to crowd one).
- Use large, legible letters.
- Keep pictures of radiographs light (dark slides project poorly in a large auditorium).
- Color is attractive on data slides but use light colors only.
- White letters on black background are better than black on white.
- Patient confidentiality must be protected.
- Avoid commercial reference. Advertising of products is prohibited.
- In case you bring your \*.ppt presentation on a USB stick please ensure that all data is on the USB (e.g., embedded video files, extra fonts, special graphs/drawings/pictures).

### PRESENTATION UPLOAD

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Presentations have to be deposited by the speaker to AV ESRR staff (in the registration area) at least **1 hour before** commencement of the session. The speaker must load the presentation onto the server since all files are transferred to the relevant lecture hall via the internal network. Only trained personnel will handle your presentation.