



# 31<sup>st</sup> European Congress of Pathology

*Pathology is Nice*

7–11 September 2019, Nice, France



European  
Society of  
Pathology

## Oral Presentation Guidelines

### ▶ IMPORTANT FACTS

- ▶ Presentation time: Please note that there is a 2-minute Q&A time included in the presentation time communicated to you in the notification email.
- ▶ Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentations.
- ▶ PowerPoint presentations must be handed in at least 3 hours prior to the lecture.
- ▶ Speakers can check and hand in their presentation in the Speakers' Preview Room in Hermès Foyer on Level 2 of the Nice Acropolis Convention Centre.

### ▶ PREPARATION OF YOUR POWERPOINT PRESENTATION

- ▶ Store all your files in one folder. Please make sure that videos and your presentation are all in the same folder.
- ▶ Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- ▶ Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- ▶ Legibility check: On presentation mode, your text should be large enough to be easily legible 1.5 m away from your computer screen.
- ▶ Microsoft PowerPoint 2000 to Microsoft PowerPoint 2013 versions for PC can be used. Please be aware that presentations made on Macs generally do not run properly on PC. Please visit the Speakers' Preview Room to check for incompatibilities.
- ▶ [The format for presentations is 16:9.](#)
- ▶ In your presentation, leave appropriate time for discussion and questions from the participants.

### ▶ SPEAKERS' PREVIEW ROOM

Please come to the Speakers' Preview Room the day before or at least three hours prior to your lecture.

Highly experienced technicians will capture your PowerPoint presentation (preferably from USB memory units) and store it on the central congress server.

At the Speakers' Preview Room you can check and rehearse your PowerPoint presentation.

The opening hours of the Speakers' Preview Room are:

	Sat 7 Sept	Sun 8 Sept	Mon 9 Sept	Tue 10 Sept	Wed 11 Sept
from	16:00	07:30	07:30	07:30	07:30
to	19:00	17:30	17:30	17:30	17:30

### ▶ IN THE LECTURE ROOM

- ▶ Your PowerPoint presentation will be made available in your lecture room via a computer network.
- ▶ There will be no possibility to connect your personal notebook in the lecture room.
- ▶ Your presentation will be made available on the notebook by a technician.
- ▶ From the lectern you will be able to remote control your PowerPoint presentation.
- ▶ There will be NO Presenter / Speaker View, which includes speaker notes. (Only the full-screen slide show will be projected to the notebook as well as to the screen.)
- ▶ A laser-pointer will be available.
- ▶ Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- ▶ No changes in your presentation can be made in the lecture room. Changes can only be made in the Speakers' Preview Room.

### ▶ CONFLICT OF INTEREST

Please note that all speakers are expected to disclose any conflicts of interest on a PowerPoint slide to be shown at the beginning of the presentation. A template can be downloaded from the congress website.

### ▶ CONTACT

If you have any questions, please contact [ecp-nice@cpo-hanser.de](mailto:ecp-nice@cpo-hanser.de).