



## INSTRUCTIONS FOR SPEAKERS AND ORAL PRESENTERS

### If you are a Speaker/Presenter:

Please show up in the room in which your talk is scheduled in time for the beginning of the session.

Kindly remember to respect the allotted time:

- Plenary Talks: **8 minutes**
- Video Presentation\*: **8/10 minutes** (please check your commitment in the program)
- Oral Presentation (abstract): **6 minutes**
- Debate Session **9 minutes**

\* **If you have a VIDEO PRESENTATION**, In addition to your live talk, we kindly ask you to prepare a video that should be embedded in your Powerpoint Presentation. This video may be used as a supporting element during your session. Primary content should be an illustrative video presentation of your surgical technique. You may briefly describe the circumstances in a few slides presenting the clinical case, also you may add a few conclusive slides if you find that needed.

### PRESENTATION UPLOAD

We strongly suggest to pre-upload your presentation following the instruction here below:

1. Name your presentation:  
**Presentation Name: Date\_Time\_Room\_Your Name**  
Example: 18\_0815\_1\_Smith  
Explanation: **On September 18th at 08:15 in Room 1 – Presenting Dr. Smith**
2. You can find your Room number and presenting time on official website:  
<https://eks2025.org/scientific-info/>
3. Please use the following e-mail to send your presentation (it should be better to send the wetransfer link instead of the attached ppt): [presentationmanagement@bellacenter.dk](mailto:presentationmanagement@bellacenter.dk)
4. **ONSITE** – please check your presentation at the Slide Preview Center **preferably the day before their session and at least 2 hours prior to the presentation**. Please note that audio-visual support cannot be guaranteed for presentations received after this deadline.

**ONSITE** all the Speakers and Presenters **must** have their **presentation saved on USB drive** (in case of any need, check and eventually re-upload). *It is not permitted to use your own laptop for presentations.*

### The Slide Preview Center opening times:

Wednesday	September 17	16:00 – 19:00
Thursday	September 18	07:00 – 18:00
Friday	September 19	07:00 – 16:00



## PRESENTATION GUIDELINES

Please read carefully the presentation guidelines here below to prepare your ppt slides.

- **Presenters are invited to strictly follow the allotted times for a smooth running of the session.**
- The management of all the projections will be entrusted to a single system that will automatically forward the presentations in the meeting room; **it will be not possible to use personal laptops.**
- Speakers are kindly requested to use **PowerPoint** (versions 2003 or later) **for Windows or for Mac**. No other software for slides (i.e. Keynote) will be accepted.

Please report to the slide Centre [the day before your session](#) or at least 2 hours before your presentation.

- The first slide should provide: title of the paper, name(s) of the author(s)
- The second slide should provide the author's Conflict of Interest.
- **The presentation should be saved with the date, rooms and author's name** (and not with a generic name as *EKS* or *Copenhagen 2025*)
- **Videos must be embedded to presentations.**
- The files of any video or image must be saved also in the same folder as the PowerPoint presentation and must be copied into the folder before their insertion in the presentation (1)
- Videos should be saved as: **.mp4** (codec h264 – MPEG-4 AVC) or **.wmv extension and must not start with double click on the image but automatically when the slide opens (2)** Preferred Audio is m4a format (AAC)
- It is suggested not to include more than one video each slide.
- Each video should not exceed 50 MB.
- Each PowerPoint presentation should not exceed 20 MB, excluding videos (150/200 MB videos included)
- Images should be reduced with a graphics program such as "Imaging," "Photoshop", "Photo Paint", "Paint Shop Pro" or similar before importing them into PowerPoint – **Maximum 1920 x 1080.**
- It is recommended to use ".gif" and ".jpg" extensions for images. Other types of extensions will be accepted as long as they can be recognized by PowerPoint.
- The use of USB pens or memory stick is advisable to easily download the presentations at the slide Centre.
- Please no web links like youtube etc.

Please note that, **no advertising** can be inserted (in the form of "windows", screen shots, promotional spots, etc.) during the educational program; only generic names may be given (for drugs, tools, deans) and must not return any trade name (see *Regulation application of objective criteria which State-Regions Agreement of November 5, 2009 and the accreditation*).

*NOTE (1) (i.e. I create the folder "PRESENTATION", in this folder I copy all the files I need for the presentation, with PowerPoint I create the presentation inserting the video that is embedded in the "presentation" folder, then I save everything in the "presentation" folder)*

### **NOTE (2)**

To avoid this, follow these steps:

Select the slide where you want to insert the Video, select "Video and Sounds ..." from menu "Insert", then click "Video from file ....".

Select the video you want and press the "OK" button. When asked "Play movie automatically during the presentation?" Choose "Yes".