INSTRUCTIONS FOR

- **ORAL ABSTRACT PRESENTERS**
- **BEST ORAL ABSTRACT NOMINEES**
- **BEST POSTER ABSTRACT PRESENTERS**

1. **Presentation slots**
   The **selected oral abstract presentations** are scheduled in Parallel Sessions 1 and 2 on Tuesday 26 September and Parallel sessions 4, 5 and 6 on Wednesday 27 September. In July you have been notified of the session and time. You have max. 15 minutes for your presentation including a few minutes for Q&A.

   The **best oral abstract nominees** are scheduled in Parallel Sessions 4 and 5 on Wednesday and also have max. 15 minutes for your presentation including a few minutes for eventual Q&A.
   The chairperson and 1-2 members of the Scientific Committee will attend your session and review your presentation. After the presentations the Scientific Committee will select the winner of the ESCCA Best Oral Abstract Award. The winner will be announced during Plenary Session 9 taking place that same day from 12.15-13.15 hrs. Please make sure to be present in the meeting room. If you win the Award, please be prepared to present your lecture once more in this plenary session, from 12.40-12.55 hrs.

   The **best poster abstract presentations** are scheduled in Plenary Session 5 on Tuesday morning.
   Please prepare a presentation with 2-3 slides for maximum 7 minutes including time for eventual Q&A.
   On-site the Scientific Committee will select the Best Poster from all the posters. The winner will be announced during Plenary Session 9 taking place on Wednesday. Although all posters will be reviewed by the Scientific Committee, if you win the Award, please be prepared to present your lecture once more in this plenary Award session, from 12.55-13.05 hrs.
   In addition to this presentation please also bring your poster. All posters will be on display in the Exhibition area during the entire Conference, from Sunday 24 until Wednesday 27 September up to and including the lunch break. The instructions for poster presenters have been sent to you in July. You can also find them on the Conference website https://escca.eu/abstracts-2017.

2. **Final Programme**
   Please find attached the Final Programme. In this programme you can find the exact time of your presentation as well as the name of the meeting room. Please double check this information carefully.

3. **Biased information – rules of the European Accreditation Council for Continuing Medical Education**
   In view of the accreditation all educational material must be free of any form of advertising and any form of bias. The EACCME strictly forbids the use of a logo or the mentioning of a sponsor's company name (e.g. "the BD reagent so and so).

4. **Slides format**
   Please prepare your slides in a 16:9 format, in view of the wide screens. This applies especially for the plenary meeting room, the Crystal Hall. In the smaller break-out rooms a 4:3 format could be used, although 16:9 is preferred.

5. **Uploading and testing**
Please bring your presentation on a **USB flash drive**.

All presentations must be uploaded **in the meeting room of your lecture**. Please report to the technician who will help you with the uploading and testing of the presentation.

Uploading and testing should be done well in advance:
- <u>Preferably</u> on Saturday during Pre-registration between 17.00-19.30 hrs. Please ask at the Registration Desk so that a steward can bring you the meeting room.
- If Saturday is not possible, then please upload <u>the day before your session</u>, preferably at the start of the lunch break or immediately after the last session of that day.

6. **Audiovisual equipment and technical assistance**
The meeting room is equipped with a data projector, a laptop or PC and a laser pointer.
A technician will be available in the meeting room to manage the light and sound.

Please note: **it is not possible to use your own laptop**. If you have a Mac, please below.

7. **IMPORTANT NOTE FOR APPLE MAC USERS**
An iMac or MacBook will not be provided as standard. You may use your own MacBook, however you are required to **bring with you a VGA dongle/adapter** compatible with your MacBook for external video signal.

It is also essential that you test it well in advance in the meeting room. **This cannot be done during the short coffee breaks,** so please report to the technician during one of the lunch breaks or immediately after the last session of the previous day.

Alternatively, you can convert your presentation to PowerPoint. It is your responsibility to check in advance that your presentation will work correctly on the Windows computer/laptop software that is provided. As a backup, please bring your own MacBook, together with all necessary connection cables.
In order to use Mac presentations on a Windows computer/laptop please note that you need to prepare it according to the instructions below:
Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).
Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop.
Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PowerPoint based computer/laptop).

8. **Meet the chairperson**
Please report to the chairperson at the stage at least 10 minutes before the session starts.

Questions?
Please contact Babette Schmidt, Global Conference Support, Amsterdam, the Netherlands
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