INSTRUCTIONS FOR ORAL PRESENTERS

For your convenience, we have summarised the most important information for your oral presentation during ESTIV 2024 below. **Please pay close attention** to the information provided.

1. BEFORE THE CONGRESS

Scientific Programme
The schedule and times of all individual oral presentations are published on the congress website and can be found here. Unfortunately, there is no possibility of changing the date and time of any of the presentations.

Programme and abstract book
The title, name of the presenting author and all other author names will be stated in the programme book which will be provided digitally to all congress participants. Your submitted abstract will be published in the abstract book which will also be digitally provided. Changes in the abstract book as well as adding author names is not possible anymore.

Registration
All presenting authors of ESTIV 2024 are obligated to register for the congress. Please kindly note that it is required to register and pay **before 31 March 2024** to be guaranteed a spot in the Scientific Programme. Please use the following link for more details about the registration fees and to register for ESTIV 2024: https://www.estiv.org/congress2024/registration/

Travel
ESTIV 2024 will take place at Cubex Center Prague. For more information about how to get to the venue, please visit the congress website by clicking here.

COVID-19
The ESTIV 2024 organisers will adhere to the Prague health and safety regulations at all times and will take every measure possible to provide a safe environment during the congress.

2. PREPARING YOUR ORAL PRESENTATION

Content and language
Presenters are fully responsible for the content of their presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the congress.

Presentation duration
All Parallel Sessions will last 120 minutes each. If not indicated otherwise by the Session chair, all oral presentations except for invited lectures should last 15 minutes each + time allocated to 2-3 questions. Oral presenters are requested not to exceed their allocated time. The time schedule will be strictly followed by the chair due to the nature of the programme.

Presentation and screen format

Oral presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress.

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:
- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or a short movie file(s), speakers are advised to save each file separately and test in advance.

For MAC users:
In order to use MAC presentations on a PC-compatible computer please note that you need to prepare it according to the instructions below before bringing it to the meeting room:

- 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 PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case, please provide it with a VGA adaptor for external signal. Please test carefully in advance.

3. DURING THE CONGRESS

Arrival at the congress

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk.

Uploading presentation
Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress. We kindly ask all speakers to make sure that the presentation is uploaded on the laptop in the allocated meeting room at least 20 minutes before the start of the session. We have technicians (or the session chair) available who can assist you with uploading and preparing your presentation.

Meeting room and technicalities
In principle, it is not possible to use your own laptop for the podium presentation. The laptop in the presentation room is linked to the screen and the audio facilities. Also, the internet and a lectern with a microphone will be available for all presenters. If you need additional equipment, please inform the congress secretariat accordingly.

Session chair
As an oral presenter, you should arrive approximately 20 minutes before the start of the Parallel Session in the designated meeting room. The session chair will welcome and guide you. The session chair will also introduce you before your presentation starts. If there are any technical problems, you can contact the AV supplier through the session chair.

WIFI
Free WIFI is available in the venue. An access code will be provided to you by the organisation on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

Lunch
During the congress days of ESTIV 2024, lunch is included for all participants and presenters.

4. QUESTIONS OR CANCEL ORAL PRESENTATION?
If for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via helpdesk@klinkhamergroup.com.