INSTRUCTIONS FOR SPEAKERS IN SPOKEN SESSIONS

These instructions are related to ERS International Congress invited speakers in spoken sessions such as: Educational forum, Guidelines, Hot Topics, Lunchtime sessions, Patient forum, Primary Care Programme, Pulmonary Endoscopy, Symposia, Year in Review sessions.

YOUR ROLE

Prepare your slides for presentation at the ERS Congress following the instructions below:

- Upload your slides into a centralised system by 10 August, 2018
- Ensure you stick to the time allocated, including the time for questions and answers
- Interact with the audience with live questions and ensure your key messages are understood.
- Remember that most participants are not native English speakers.

SLIDES PREPARATION AND UPLOAD

Your presentation will need to be uploaded online, to a protected server prior to the Congress, by Friday 10 August, 2018.

Do not attach your presentation to e-mails as they will not be processed.

PowerPoint presentations should include:

- Faculty disclosures and conflicts of interest
- Aims and objectives of your presentation
- 1 to 3 questions to the audience on key messages presented

A personal link to upload your presentation will be sent in June 2018.

Once your presentation(s) is/are submitted, you will receive an automated confirmation email.

After 10th of August, the upload link will be still active for updates up to 36 hours before your session starts. Changes can be also made onsite at the Speakers’ Preview Room, up to 3 hours before the session starts.

Please note: All Speakers are encouraged to come to the Speakers’ Preview room to check their voting questions no later than 3 hours before the session.

Deadline to upload your presentation
10 August 2018
**Content of the presentation**

1. In order to comply with the CME accreditation requirements, ERS asks speakers to disclose any significant financial or other relationship with the manufacturer(s) of any commercial products(s) or provider(s) of any commercial service(s) discussed in a scientific or educational presentation on a slide at the beginning of the presentation. A slide template is available on the presentation upload platform.

2. You are asked to add 1 to 3 questions into your presentation, to enable interaction with the audience and to help convey your key messages. The questions and the possible answers should appear on the same slide. You cannot use any animations on the voting slide.

3. Information from other sources such as journals, articles, book chapters, graphs and figures included in your presentation require copyright permissions prior to the Congress.

4. If you use PowerPoint version 2007 or older, please do not forget to upload your video files, as they cannot be embedded into the presentation.

**Timing**

Please respect the time limit allocated to your presentation in the programme. Each speaker should divide his presentation as follows: two-thirds of the allocated time is for topic presentation; one-third is for questions, voting and discussion.

**Compatibility**

Recommended file Format: .pptx; .ppt is also supported.

If you use PowerPoint version 2007 or older, please do not forget to upload your video files, as they cannot be embedded into the presentation.

**Apple users:** Apple keynote formats are not normally fully compatible. Please save your presentation as windows compatible. Add pictures using a Mac with the insert function (do not use the “copy paste” function for pictures).

**Size and legibility of the presentation**

1. Access these settings via: File > Page-setup > On-screen show.

   **Use 16/9 format for your slides**

   If you use 4/3 slides, 2 large black borders will appear on each side of your slides. Please avoid this.

2. Choose fonts, colours and diagrams that are easy to read.

ERS PowerPoint template can be found here

[https://erscongress.org/images/Powerpoint_template.ppt](https://erscongress.org/images/Powerpoint_template.ppt)

For technical questions contact M Events Cross Media GmbH at: ers@m-events.com.
In the session room, you will have a laptop at the lectern, giving you full control over your presentation. Start your presentation by clicking on your name in the menu.

At the end of the Congress, all presentations will be deleted from the central computer, ensuring that your presentation cannot be used by anyone else without your formal approval.

Please note: Personal laptops cannot be connected in the session rooms.