



Information for Oral Communications

If you have any questions relating to your oral communication, please contact the congress team on +44 01454 642245 or at ects2016@bioscientifica.com

Preparation of your presentation

We are using PowerPoint only - 35mm slide projection and overhead projection will NOT be available. We will be using Microsoft Windows 2007© with Microsoft Office 2010© and any earlier version can also be accommodated. **Your slides should be set to 4:3 within your page set up in PowerPoint.**

Accepted formats:

- PC - If you use a Mac please save your presentation in PC format

Accepted media:

Please also bring your slides on one of the following media

- CD
- USB removable drive

Laptops will NOT be accepted. Mac computers are not able to be used to give the presentation.

We can accept PowerPoint files (extension .ppt or .pps) and the file can include linked video(s) (standard video formats are supported).

Before the meeting

You are able to send your presentation prior to the congress to the team at:

ects2016@bioscientifica.com

At the meeting

There will be facilities for you to view and edit your presentation in the Speaker Preview Room which will be located on the ground floor.

Presenters are asked to bring their Power Point presentations to the Speaker Preview Room at least two hours before the session (or the day before for morning sessions). Your presentation will then be transferred to the room in which you will be presenting.

Speaker preview room open times

Saturday 14 May 2016 08:30–18:00

Sunday 15 April 2016 08:30–18:00

Monday 16 April 2016 08:30–18:00

Tuesday 17 April 2016 07.00–14.30

Presentation times

Please refer to your correspondence with the meeting organisers if you are uncertain about the time and duration of your talk. As a guide adhere to the following timings unless requested otherwise:

- Oral communications: 10 minutes total, 8 for presentation and 2 for questions

Disclosure

Please note: All presentations must include the declaration of Conflict of Interest (COI) slides as the first slide of the presentation including that of the presenter and any co-authors. A basic COI template is available on the congress website

- Presentations must not include any commercial logos. If the research was supported by a pharmaceutical company you must indicate the company's role in analysing the data or preparing the slides.



Slide content and design

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.
- If showing graphs, tables or charts:
 - o Do not make them too crowded
 - o Complex figures should be broken up into series
 - o Limit the number of captions
 - o Use rounded figures
- As a rough guide, we suggest you allow no more than two slides per minute of your talk.
- Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (e.g. photographs of typed pages).
- Your slides should be set to 4:3 within your page set up in PowerPoint.

No shows

Submission of an abstract constitutes a commitment by the author(s) to present the abstract as accepted. Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenter(s)/author(s). No shows will be logged by the organisers. An author failing to present accepted material at two or more meetings will be asked to register in order for their abstract to be considered for acceptance by the scientific committee. If no registration is received their abstract(s) will be withdrawn prior to publication.

ECTS 2016 Congress Team

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