Presentation and Moderation Guidelines

Welcome to the ISPPD-13 resources page for speakers, presenters and moderators designed to guide you in your preparation for the ISPPD-13 Meeting. Reference the section below specific to your presenter type/role within the meeting and follow the outlined steps. If you have any questions, please contact isppd_abstracts@kenes.com.

TEMPLATES

[PowerPoint Slides(E-)PosterChecklist](#)*Click the buttons to download.*
***View the checklist for an overview of the abstract presentation requirements.**

DEADLINES

- Registration deadline for regular abstract presenters: **Wednesday, 6 December 2023**
- Registration deadline for late-breaking abstract presenters: **Tuesday, 13 February 2024**
- E-Poster upload extended deadline (for E-Poster spotlight and poster viewing presenters): **Tuesday, 27 February 2024**

WHAT TO PREPARE?

As an invited chair/moderator you will need to:

- Register for the meeting (in-person attendance*)
- Complete a Conflict of Interest Disclosure Form**
- Complete a Publication Consent Form**
- Submit a biography and a photograph (headshot) for the meeting portal**

- Follow the moderation guidelines applicable to you based on the session you were assigned to.

Moderation Guidelines

- [General guidelines for session chairs/moderators](#)
- [Specifics by session type](#)

A designated registration link will be sent to you by the end of November. If you will be unable to attend onsite in Cape Town, please contact us urgently at isppd@kenes.com.
**A link was emailed to you, if you did not receive it, please email asap: [isppd_abstracts@kenes.com.](mailto:isppd_abstracts@kenes.com)
***Please check the [interactive programme](#) regularly for updates. You can find all sessions you are involved with via the [general search function](#). Simply look up your surname and all sessions that you are involved with will appear. Please also note that if you are the presenting author of a poster in addition to your moderation role, this will not be visible in the interactive programme. Poster information is accessible only via the mobile application closer to the meeting.

As an invited speaker in a Plenary, Meet-the-Expert or Workshop session you will need to:

- Register for the meeting (in-person attendance*)
- Complete a Conflict of Interest Disclosure Form**
- Complete a Publication Consent Form**
- Submit a biography and a photograph (headshot) for the meeting portal**
- Prepare a PowerPoint presentation following the [guidelines below](#). (Not mandatory for Meet-the-Expert and Workshop faculty.)
    - Upload your final PowerPoint slide deck to the Speakers' Ready Room (SRR) onsite***
    - Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive programme](#) and type your name in

the [general name search](#).****

As an oral abstract presenter in a parallel session you will need to:

- [Register for the meeting](#) by the announced deadline (in-person attendance*).
- Complete a Conflict of Interest Disclosure Form.**
- Complete a Publication Consent Form.**
- Submit a biography and a photograph (headshot) for the meeting portal.**
- Prepare a **7-minute long talk** (unless another duration is advised via email) followed by 3 minutes for Q&A and a **PowerPoint** presentation following the [below guidelines](#). Timings will be strictly adhered to by the session chairs. Please be considerate and keep to the scheduled times to allow all speakers the opportunity to present their work.
    - Upload your final PowerPoint slide deck to the Speakers' Ready Room (SRR) onsite.***

- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive programme](#) and type your name in the [general name search](#).****

*If you or another of your co-authors will not be able to attend the Meeting in person, please contact us urgently at isppd_abstracts@kenes.com. Oral presentations are scheduled to take place only live onsite and if the presenting author is registered for virtual participation, the presentation type will be changed to Poster Viewing.

**A link will be emailed to you shortly. If you do not receive it by mid-December, please email us at isppd_abstracts@kenes.com.

***Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email for moderator review.

****Please note that while unlikely, session times may change. For the most updated details, please always check the interactive programme and closer to the meeting – the mobile application. Please also note that if you are the presenting author of a poster in addition to your oral presentation, this will not be visible in the interactive programme. Poster information is accessible only via the mobile application closer to the meeting.

As an E-Poster spotlight presenter you will need to:

- [Register for the meeting](#) by the announced deadline (in-person attendance*).
- Prepare an **E-Poster** following the [below guidelines](#). The E-Poster will be used during your spotlight presentation.
- Prepare a **printed poster** following the [below guidelines](#) and bring it onsite to mount on your designated poster board. The printed poster will **<u>not</u>** be used during your

spotlight presentation — it only aims to increase the visibility of your work onsite.

- Prepare a **short talk (4-5 minutes)** followed by 1-2 minutes for Q&A to be held during your designated slot in front of an E-Poster Station as indicated in the programme. You will present using your E-Poster and there will be **<u>no</u>** PPT slideshow presentation. Timings will be strictly adhered to by the session chairs. Please be considerate and keep to the scheduled times to allow all speakers the opportunity to present their work.

If you or another of your co-authors will not be able to attend the Meeting in person, please contact us urgently at isppd_abstracts@kenes.com. E-Poster spotlight presentations are scheduled to take place only live onsite and if the presenting author is registered for virtual participation, the presentation type will be changed to Poster Viewing.

As a poster viewing presenter you will need to:

- [Register for the meeting](#) by the announced deadline (either in-person or virtual category).
- Prepare a **printed poster*** following the [below guidelines](#) and bring it onsite to mount on your designated poster board.
- Prepare an **E-Poster** following the [below guidelines](#).
- **Please note:** There is **<u>no</u>** designated presentation time for abstracts allocated to poster viewing. Onsite participants are advised to stand by their printed posters during longer breaks and interact with other delegates interested in their work. Attendees will also be able to contact you with questions via the ISPPD-13 virtual platform if you have submitted an E-Poster by the announced deadline.

*Applicable only to poster viewing presenters who register for in-person attendance. Poster viewing presenters who register

for virtual attendance will not be assigned a poster board onsite and will be requested to only prepare an E-Poster.

POWERPOINT PRESENTATION GUIDELINES

Prepare a PowerPoint presentation if you are:

- **Invited speaker** *(not mandatory for Meet-the-Expert and Workshop speakers)*
- Presenter of an abstract selected for **oral presentation in a parallel session**

Please note:

In compliance with CME/CPD requirements, all speakers and oral presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add "No Disclosures". **You can download a template [HERE](#).**
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".
- The copying and recording of the presented content is prohibited (see [Code of Conduct](#)). Presenters are encouraged to indicate in their presentations that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.

- **Format:** Your presentation should be prepared in .PPT or

.PPTX format.

- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9. Click [HERE](#) for information on how to change the ratio to 16:9 in PowerPoint in order to avoid misplacement of text and pictures when presenting.
- **Further Guidelines:** For further tips and guidelines for your presentation, click [HERE](#).

- You are required to bring your slides to the Speakers' Ready Room (SRR) on a USB stick. The SRR is located in room 1.55 on level 1 and will be clearly signposted onsite.
- SRR opening hours for PPT upload:
    - Sunday, 17 March: 08:00 – 18:30
    - Monday, 18 March: 07:00 – 17:00
    - Tuesday, 19 March: 08:30 – 18:30
    - Wednesday, 20 March: 07:30 – 18:00
- You are asked <u>to only use the meeting computers</u> in the session halls for presentation purposes. We will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalised and ready on the day of your session.*
- Please upload your presentation slides in the SRR as soon as you arrive at the venue in the morning and **<u>at least 1 hour before the start of the session</u>**.
- If you combine video clips with PowerPoint, please make sure to test it in the SRR during a coffee or lunch break prior to your session and at least **2 hours before the start of the session**. In the SRR, a technician will assist you in checking whether the sound and picture from the video are transmitted well. Please make sure to repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

Please note that in accordance with the CME/CPD accreditation requirements, you may be requested to submit your presentation slides in advance of the meeting via email. In such a case, you will be contacted directly by the meeting organisers with more information. Sending the slides via email is only for review purposes and you are still required to upload the slides in the Speakers' Ready Room onsite at least 1 hour before your session. To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speaker Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial or Calibri (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG or JPEG. The following file types will **not** be visible on a PowerPoint based PC — TIF, PNG or PICT.

ONSITE PRINTED POSTER GUIDELINES

Prepare a printed poster if you are:

- Presenter of an abstract selected for **E-Poster spotlight presentation** who is registered for **in-person attendance**
- Presenter of an abstract selected for **poster viewing** who is registered for **in-person attendance**

Please note:

- Closer to the meeting, designated **poster board numbers** will be sent to all registered presenters (**in-person registration only**) of abstracts selected for either E-Poster spotlight or poster viewing.
- Poster boards are located in the Poster & Exhibition Area on the ground floor of the meeting venue and are clearly signposted onsite. Please check the poster

mounting and removal schedule [here](#).

- The copying and recording of the presented content is prohibited (see [Code of Conduct](#)). Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.

- The dimensions of the poster board are **PORTRAIT.**
- It is recommended that posters are prepared on **one sheet** of material.
- It is recommended that your poster be no larger than **90 cm wide x 120 cm high (36 x 48 inches)**.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of six feet (two meters).
- Tape/pins and other technical equipment will be available onsite for the mounting of posters. Please refer to the **Poster Help Desk** in the Poster Area onsite for any questions upon arrival.
- You can download a portrait poster sample with arrangement tips from [HERE](#). Before printing, please double-check the dimensions with your print service provider to avoid low print quality.
- Please note that you are required to print and <u>bring</u> your own poster(s). The meeting does not offer printing facilities onsite.

90 cm / 36 inch wide

120 cm / 48 inch high
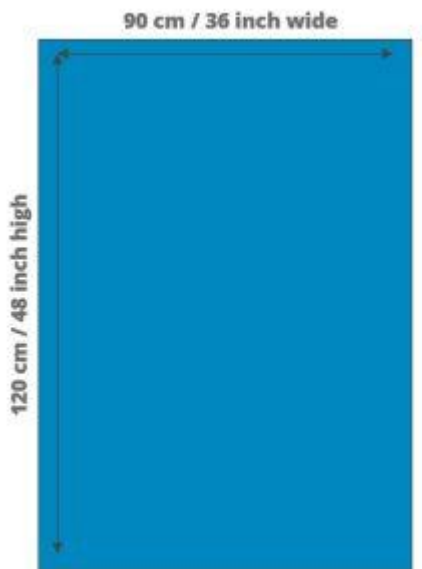
Poster presenters are kindly requested to mount and remove their posters following this schedule:

- **Mounting:** From 17:30 on Sunday, 17 March 2024
- **Removal:** By 17:00 on Wednesday, 20 March 2024

IMPORTANT:

- You are expected to prepare and bring your printed poster to the meeting venue. There will be **no** printing facilities onsite.
- Please mount your poster as soon as you arrive at the meeting venue from 17:30 on Sunday, 17 March and during the ISPPD-13 official opening hours.
- If you have not removed your poster by 17:00 on Wednesday, 20 March, the poster will be removed and discarded. We kindly ask for your cooperation in meeting the removal deadline.
- There will be a Poster Helpdesk onsite for any assistance, as well as to provide consumables for the poster mounting. Please mount your poster based on your allocated number sent to you closer to the meeting.

E-POSTER GUIDELINES

Prepare an E-Poster if you are:

- Presenter of an abstract selected for **E-Poster spotlight presentation**
- Presenter of an abstract selected for **poster viewing** *(regardless of the registration type – in-person or virtual)*

Please note:

- Only E-Posters of registered presenting authors will be displayed in the E-Poster Gallery.
- Poster presenters will be contacted via email by the end of December with a dedicated link to upload their E-Posters.
- Deadline for uploading your E-Poster: **20 February 2024**
- **Publication Consent:**
    - By uploading your E-Poster, you agree to have it published in the official ISPPD-13 Meeting publications and/or the meeting website, virtual platform, mobile application and society website for on-demand viewing.
    - The copying and recording of the presented content is prohibited (see Code of Conduct). Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click HERE to download.

Please upload your E-Poster as a **1-page PDF file in PORTRAIT orientation**.

- **Language:** All E-Posters should be prepared in English

- **File Format:** PDF format – 1 page
- **Orientation:** Create your poster in a standard document software or a portrait-oriented PowerPoint and save it as a PDF file
- **Font types:** Arial or Calibri (optionally, Verdana, Times New Roman or Helvetica)
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and videos are **<u>not</u>** permitted and will be non-functioning
- QR Codes may be included but **<u>cannot</u>** link to any promotional or marketing material.
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **<u>not</u>** use embedded documents – the system does not support embedded files – audio or video.
- Avoid overlapping objects and layers – only the final view/status will be visible.
- When saving your PDF please do **<u>not</u>** use symbols or special characters (ie. +/@/ü) in the file name.
- Please do not use headers and footers.
- **File size:** Less than 5 MB

For an E-Poster template with arrangement tips, please click [HERE](#).
By following the guidelines, you will ensure your E-Poster is displayed correctly and is ready for upload.

- Poster presenters will be contacted via email by the end of December with a dedicated link to upload their E-Posters. Upload deadline: **20 February 2024**.
- 24 hours after uploading, you can log back in and check how the E-Poster will appear on the online platform. If you wish to make changes, please use the "Edit Files" button. If you establish any technical issues, please contact us at isppd_abstracts@kenes.com.

Within the ISPPD-13 virtual platform, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenter's email address) by **clicking the envelope icon**. Please note that by sending an email to a presenting author, you are providing them with your email address that you used during your registration. In case the presenter chooses to reply to an inquiry they received via this feature, they will be sharing their email address with the sender.

Additionally, the ISPPD-13 mobile application also offers messaging functionalities between all users of the app.

PROMOTIONAL TOOLKIT

To promote your participation in the ISPPD-13 Meeting, please refer to our [Promotional Toolkit](#) page where you can find banners, adverts and more. We look forward to welcoming you to Cape Town!