

## Invited Speaker Guidelines

### PREPARATION BEFORE THE CONFERENCE

Communicate with your session point person, session chair/co-chairs or moderator, and other speakers to agree on speaking time, appropriate number of slides (if any), and management of questions and answers;

When requested, send your talking points and presentation slides to the session point person and session chair/co-chairs, so they can review the presentations for duplication and gaps.

### Technical Requirements for Presentations

The IAS 2017 computers will run MS PowerPoint 2013. Only MS PowerPoint (\*.ppt or \*.pptx) presentations with video formats will be accepted. The pre-installed font types available in MS Office 2013 should be used as standard font types.

### Movies and video files

If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files to the Speaker Centre. Most video files types (e.g. .MP4, MPEG, .wmv, .AVI, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance in the Speaker Centre to be sure they will work properly.

Please note that Prezi is not supported. If you are using this format, your presentation must be sent to the secretariat prior to the conference, and it must be converted and tested before it can be uploaded in the Speaker Centre. Please contact the secretariat at [programme@ias2017.org](mailto:programme@ias2017.org) for further information.

### Data format – images, audio and movies

Place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to removable drives such as USB sticks or when uploading it). Do not use any passwords or encryption for your files.

### Flash-animations and Macros

Flash-animations are not supported. Should they be essential to your presentation, please contact [programme@ias2017.org](mailto:programme@ias2017.org).

Do not use Macros within your presentation.

### Presentation format

Please use 4:3 as presentation format.

## File size

There is no size limit for presentations uploaded onsite at the Speaker Centre (it is however recommended that presentations do not exceed 500 MB).

## Saving of files

For onsite upload at the Speaker Centre the presentation has to be saved on a USB memory stick (which is preferred) or an external hard disk.

Please use only "WinZip" to pack your data (free download of the current versions at [www.winzip.com](http://www.winzip.com)).

## Fonts

Do not use special fonts, which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

## Special characters

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation or movie files.

## If you use a Macintosh Computer

Please note that PowerPoint.mac and Keynote (\*.key) presentations are not accepted. Even if you have transferred your presentation to a Windows format, you must check your presentation in the Speaker Centre to ensure that it is fully compatible with the conference computers.

## Conflict of Interest Disclosure in Presentations

The Conference organizers require faculty members (session speakers, chairs and facilitators) to disclose any conflict of interests they may have. The intent of this policy is not to prohibit faculty members from presenting or participating in session, but rather to inform the audience of any bias that they may have.

**The purpose is thus to identify and resolve potential conflicts of interest that arise from relationships with commercial interests relevant to the content you are planning, developing, or presenting for this activity.**

For the purpose of this policy, the following principles apply:

1. A commercial interest is any entity that produces, markets, resells or distributes healthcare goods or services consumed by, or used on, patients.
2. Any financial relationship **within the last twelve months**, as well as **know financial relationships of your spouse or partner**, must be disclosed.

3. Types of relationships needing to be disclosed include full-time or part-time employee, independent contractor, consultant, research or other grant recipient, paid speaker or teacher, planning or advisory committee or review panels, ownership interest (product royalty,/licensing fee, owning stocks, shares, etc....) or any other financial relationship.

Please note that failure to disclose or false disclosure may require the Planning Committee to replace the faculty member.

If you need more information or support regarding conflict of interests disclosure, please contact us at [cme@ias2017.org](mailto:cme@ias2017.org).

### AT THE CONFERENCE

Please check in at the Speaker Centre at least **four hours** before the start of your session to upload your PowerPoint presentation and check the consent for publication of your presentation material.

If your session is scheduled for 09:00 or for 11:00, you should check-in at the Speaker Centre the night before.

The Speaker Centre is located on Level 2 and the opening hours are as follows:

Saturday, 22 July	14:00 – 18:30
Sunday, 23 – Wednesday, 26 July	08:00 – 18:30

### Presentation Upload

All PowerPoint presentations must be uploaded prior to the session, as it is **not possible** to run PowerPoint presentations directly from a laptop in the session rooms.

Presentations should be saved on a USB memory stick or CD/DVD-ROM, and brought to the Speaker Centre. Presentations should be uploaded at the Speaker Centre, at least four hours prior to the start of the session. The presentations will then be uploaded to the session room network and made available in the session room at the time of the presentation.

We kindly ask for your understanding that due to time limitation at the Speaker Centre, presentations should preferably be prepared and edited before upload. Thus, please bring your presentations in a ready-to-upload format.

When agreeing to publish your presentation, please **make sure to remove any confidential data you do not want shared with the public** (i.e. data behind tables/graphs, speaker notes, etc.), before submitting your presentation for uploading on the online programme.

**IMPORTANT:** Check-in at the Speaker Centre is mandatory for all speakers.

At the Speaker Centre there is a rehearsal room where presenters can run through and practice their presentation prior to the session.

### Session Recording

Presentations in session rooms will be recorded. If the presenter has given consent, the recordings will be published on the online conference programme and on YouTube. Further information on how consent can be given or declined will be sent out closer to the conference.

### AT THE SESSION

- Please arrive at the session room **at least 15 minutes** before the start of the session;
- Check the room where the session will be held and familiarize yourself with the space and equipment;
- Meet the chair/co-chairs and run through the session line-up (i.e., order, panel discussion, special circumstances);
- A presentation timer will be available in the room. The presenter is responsible for delivering the presentation within the specified time. The session chair/co-chairs have received instructions to stop the speakers if they run over their time.

### Session Room Equipment

Session rooms will contain the following basic equipment:

- Lectern with microphone, laptop and mouse;
- Chairperson table with microphone(s);
- Session room screen displaying the PowerPoint presentation (for some of the bigger sessions rooms the speaker might be displayed too);
- Presentation timer;
- Microphones on stands for audience questions.