



Instruction for Invited Speakers and Oral Abstract Presenters

For details on your session / presentation including the length of your presentation please have a look at the up-to-date online programme at the [congress website](#).

Technical Equipment

Each room is equipped with a laptop and presenter. A network based presentation management is used to ensure a smooth running and simple handling of all presentations. Kindly note that it is **not** possible to bring your **own** laptop.

Presentation Time –for details see [congress online programme](#)

Presentation Type	Length of Presentation
Oral abstract presentations	10 minutes
Case presentations	15 minutes
Presentations during PG Course and main congress	20 minutes

Discussion Time – each session includes a short discussion time (10 or 15min) after all presentations (before the abstract presentations). We kindly ask you to stay in the room and stand ready to be called again on stage.

Prepare your Presentation

Presentation Format

- Language English
- Format **16:9 / .ppt | .pptx**
- Template A presentation template can be downloaded [here](#).
- Video format MP4 / AVI
- Fonts/Files Please don't forget to embed your fonts and all files (e. g. videos) in your presentation.

Use of logos / brand names

According to the EACCME rules and the ESPGHAN code of conduct, presentations must not display any company/ institute logos in presentations. Please also refrain from using commercial brand names in your presentation and use generic names for drugs and other products instead.

Disclosure – Conflict of Interest Slide

All presentations must include the declaration of potential conflict(s) of interest of the presenter and any co-authors (if applicable) on the first slide(s) of the presentation.

Hand in your Presentation

Please hand-in your presentation on a USB flash drive at the Speakers Ready Room at least **60 min. before the start of your session**.

Opening hours of the Speakers Ready Room:

Wednesday, 11 September	12:30 – 18:45
Thursday, 12 September	08:00 – 17:30
Friday, 13 September	07:15 – 18:15
Saturday, 14 September	08:00 – 13:00

Hold your Presentation

Speakers should be in the session room **15 min.** before the beginning of the session to meet with the chairperson(s).

Please strictly follow the instructions of the chairperson(s), especially with regard to the time allocated to your presentation. A timer on the screen will show the length of your presentation.

Thank you very much for your contribution to a successful PIBD Congress!