



INSTRUCTIONS FOR ORAL PRESENTERS

Upload of your presentation

Speakers are recommended to check-in at the **ECTH Speakers' Service Desk (SSD)** at least **1 hour prior to their scheduled presentation**. The computer at the speaker desk is only to upload your presentation. All presentation files must be submitted in their final form at least 1 hour before session start time.

The **ECTH Speakers' Service Desk (SSD)** is located next to the registration desk which is located in the Minneplein at the Ghent ICC. All presentations will be distributed from this ECTH Speakers' Service Desk (SSD) only. Technical equipment and assistance will be provided there. You can bring your presentation to the SSD on an USB memory stick. Make sure your presentation is prepared in a **16:9 format**.

Conflict of interest Disclosure

In compliance with EBAH requirements all speakers must include one slide disclosing conflicts of interest at the beginning of their presentation. Kindly download the template slide [here](#). You may use the ECTH template also for the rest of your presentation.

Key points

- All presentations will be played on PowerPoint 2013 or Acrobat Reader 10 for PC;
- Only video codec's and fonts as detailed in below will be supported;
- PowerPoint for MAC files should be tested on a PC before attending the event;
- The use of your own laptop during your presentation is NOT permitted.

Before you arrive to the congress

Backup: Copy your PowerPoint/PDF and all movies to one folder on a USB flash drive. PowerPoint prior to 2010 does **NOT** embed movies. These must all be placed in the same folder as your PowerPoint.

Speakers' Service Center opening hours

Thursday	14 October	08.00 - 17.30 hours
Friday	15 October	08.00 - 16.30 hours

In the Session Room

Please arrive at the Auditorium at least **15 minutes** before the start of your session. Take time to familiarize yourself with the room and the setup at the lectern. In the session room, a room attendant and/or a technician can assist you if you have any question.

Queries

If you have any queries concerning the procedures, please contact the ECTH Congress Secretariat

Tel: +31 (0)20 570 9600 or ecth@mci-group.com