



## INSTRUCTIONS FOR ORAL PRESENTERS

### Upload of your presentation

Speakers are recommended to check-in at the **Speaker Ready Room (SRR) at least 1 hour prior to their scheduled presentation**. The computers in the Speaker Ready Room will be configured with hardware and software like the ones in the meeting room. It is imperative that you review your presentation in the Speaker Ready Room. All presentation files must be submitted in their final form at least 1 hour before session start time.

The **ECTH Speaker Ready Room (SRR)** is located on the ground floor of the Valencia Conference Center. All presentations will be distributed to the different session rooms from this room only. Technical equipment and assistance will be provided there. You can bring your presentation to the SRR 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 2021 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 at 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.

### At the congress

**Presenters should upload and review their presentation in the SRR at least 1 hour prior to their scheduled presentation.**

Technicians will be at your disposal in the SRR in order to assist you with any compatibility or formatting issues. Once you are comfortable that your presentation is complete, confirm the date, time, and room for your session.

### Speakers' Ready Room opening hours

Wednesday	13 September	08.30 - 18.00 hours
Thursday	14 September	08.30 - 17.00 hours
Friday	15 September	08.30 - 13.30 hours

### In the Session Room

Please arrive at your session room at least **30 minutes** before the start of your session. Take time to familiarize yourself with the room and the setup at the lectern. In each session room, a room attendant and/or a technician can assist you if you have any questions.

### Queries

If you have any queries concerning the procedures, please contact the ECTH Congress Secretariat  
Tel: +31 (0)20 5754220 or [ECTH@wearemci.com](mailto:ECTH@wearemci.com)