

# GUIDELINES FOR SHORT ORAL PRESENTATIONS (OP)

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For detailed presentation guidelines including how to upload your presentation, PowerPoint templates, speaker preparation room opening times and guidelines for producing PowerPoint presentations at the 2019 Congress in Berlin visit:

<https://www.isuog.org/events/world-congress/program/speaker-information.html>

Deadline date for submission of OP PowerPoint presentation:

**Wednesday 18 September 2019**

## Important for OP presenters:

- All talks must be in English.
- Please refer to your acceptance email for your abstract session time. Make sure you check this with the final program upon arrival at the Congress in Berlin in case changes have been made to the program.
- Due to tight program schedules, session chairpersons have been instructed to interrupt speakers who overrun their allocated time. Please ensure that you plan your communication carefully. If you are interrupted, please be understanding of fellow presenters and the requirement to keep to time.
- Unless you have specifically been notified otherwise, you have a **TOTAL OF 2 MINUTES** for your talk. Time has been allocated in each session for questions and discussion; you will be expected to be available to participate in this discussion.
- Your PowerPoint presentation should consist of no more than **1 (one)** PowerPoint slide.
- You must include your allocated final short oral presentation number (e.g. OP10.05) in the top left corner of your slide; this can be found in your abstract acceptance email. Please ensure that the title and your name are also printed clearly at the top of your slide.
- Presentations must be in PowerPoint format (16:9 .ppt/.pptx) only and video will be accepted and must be embedded into the PPT or PPTX file. We recommend you bring your video files with you when you travel to Berlin in case these are needed separately. Any video included must be viewable within your presentation time if this is part of your presentation.
- All presenting authors must check in at the speaker preparation room at least 4 hours prior to their scheduled session time and preferably the day before.
- Presentations will be delivered to each session hall via a centralised and networked system so any presentation not uploaded in advance must be brought to the speaker preparation room. Any presenter who brings their presentation to the session hall will be sent to the speaker preparation room to upload.
- Please remember you must not include patient data in your images or videos. Patient confidentiality is important to us and all presenters are responsible for respecting this within their presentation.
- Presentations are recorded so please ensure all language and content is appropriate to online presentation (during and after the Congress).
- Read the full presentation preparation guidance and download the PowerPoint template at <https://www.isuog.org/events/world-congress/program/speaker-information.html>
- Further assistance:
  - Technical questions can be directed to the eOrganiser Team at [support@eorganiser.com.au](mailto:support@eorganiser.com.au)
  - Program questions can be directed to ISUOG at [abstracts@isuog.org](mailto:abstracts@isuog.org) or call +44-20-74719955.