GUIDELINES FOR CHAIRS AND INVITED PRESENTATIONS

For detailed presentation guidelines including how to upload your presentation, 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

Faculty preparing presentations for _invited talks only_ can upload these onsite at the Congress; however we do recommend you upload in advance by Monday 7 October 2019 as far as possible.

Arinex will contact invited faculty with the link, login and password to upload your presentation.

Important for faculty:

- All sessions and talks must be in English.

- 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.

- 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 Singapore in case these are needed separately. Any video included must be viewable within your presentation time if this is part of your presentation.

- All invited speakers must check in at the speaker preparation room at least 4 hours prior to their scheduled session time and preferably the day before.

- Please note that **personal laptops are not permitted** to be used for your presentation in the session halls. Presentations should be uploaded to the eSpeaker Portal in advance, however if you have problems doing so you can do this onsite when you arrive.

- If you are an Apple Mac user who is unable to save to PPT/PPTX or for very complex presentations, special arrangements may need to be made so you must notify ISUOG in advance of the Congress of this at congress@isuog.org.

- Presentations will be delivered to each session hall via a centralised and networked system so any presentation not uploaded must be brought to the speaker preparation room. Any invited speaker who brings their presentation to the session hall will be sent to the speaker preparation room to upload it.

- Some Chairs of oral communication sessions may find they have an opportunity within their session if there is time, usually at the end, to highlight 'take home' or 'clinical' message resulting from the presentations delivered. If you wish to upload a summary slide you should do this onsite at the speaker preparation room, but please note this is not mandatory. We encourage the summation to be verbal only.

- Patient confidentiality is important and we ask all presenters to respect this when using videos and/or images within their presentation.

- Presentations are recorded so please ensure all language is appropriate with this in mind, as this recording will be made available online during and after the Congress.

- Read the full presentation preparation guidance go to
  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
  - Program questions can be directed to ISUOG at abstracts@isuog.org or call +44-20-74719955.