

The sessions will be recorded: your authorization to use your image, voice and slides to be shown on the Congress website in live streaming, as well as on-demand viewing was implicit in your acceptance to be speaker.

Guidelines for LATAM Symposium

The following guidelines have been established to ensure that the session runs smoothly and on time. Please ensure that you read them carefully and follow them precisely. Keeping to schedule is important as it allows attendees sufficient time to attend the sessions of their choice.

1. **Each speaker will have 15 minutes for their presentation**, followed by 5 minutes for discussion. If time remains at the end of the session, the Chairs may decide to use it for general discussion.
2. Please ensure that you include **a disclosure slide**, using the template provided, at the beginning of your presentation, stating any potential conflicts of interest pertaining to the presentation you will give.
3. Please use the official template for presentation, which you can download from your personal area on the Congress website. **The PPT slides format should be 16:9 (NOT 4:3).**
4. Please check-in at the **Speaker's Ready Room** to upload your presentation, which will be "pushed" through the network into the room where your session will take place.
5. This Congress includes more than 500 lectures; therefore, the Speaker's Ready Room is expected to be busy. It is important that you upload your presentation at least 4 hours before your session starts, ideally the evening before your session, or first thing in the morning, to ensure that your presentation is ready in time.
6. It is essential that you **arrive on time**. Please be in the room 5 minutes before your session begins. Please also introduce yourself to the session Chair. If you have not uploaded your short biography through your account on the Congress website, please ensure that you bring a printed copy and hand it to the Chairperson (short biography, not an extended CV).
7. Please sit at the front of the room.
8. Please **finish on time**. We have provided Chairs with strict guidelines on time limits to ensure that all speakers have equitable time to present and answer questions. The Chair will remind you when you are nearing the end of your allocated time. The Chair has also been asked to keep the introduction to your talk brief, to ensure that you have the full allotted time to speak.