

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 Oral Communication

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 your 8-minute presentation time (plus 2 additional minutes for Q&A) is essential** as it allows attendees sufficient time to attend the sessions of their choice.

1. In your personal area of the website please upload **your biography** which will be helpful for the chairs to moderate the session.
2. The number of speakers in each Oral Communication session will vary. **Each speaker will have eight minutes for their presentation followed by two minutes for questions.**
3. 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 your presentation.
4. 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).**
5. 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.
6. 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.
7. It is essential that you **arrive on time**. Please be in the room 5 minutes before your session begins, sit at the front of the room, and introduce yourself to the session Chair.

8. Please **finish on time**. We have provided chairs with strict guidelines on time limits to give all speakers equitable time to present and to answer questions. If you run over, the chair will inform you that your time has run out and you will need to leave the stage before you are finished.