

# A step-by-step guide for oral presenters at ESCAIDE

This document is a step-by-step guide that will help you preparing your participation as an oral presenter at a *Fireside session* at ESCAIDE 2023.

## Step 1. Register for the conference

**Abstract presenters must register to attend the conference by 15 September, whether they plan to present online or in-person.** As an abstract presenter, we encourage you to attend the conference in-person, but you can present remotely as well. Registration is free of charge and the registration form is available on our website: [Registration \(escaide.eu\)](https://escaide.eu).

After you have registered, closer to the conference dates, you will receive an email confirmation that will help you log in into the conference platform (*Swapcard*), where you can complete your profile as a speaker. Your account is automatically pre-created, you will just have to add a password. Please note that your profile is accessible to all registered participants in the conference.

We strongly encourage you to complete your ESCAIDE profile on *Swapcard*, which will be linked to the programme of the conference and can be visited by other participants. They can then read your abstract and get in touch with questions via the chat or live during the *Fireside sessions*.

## Step 2. Prepare your presentation

For the second year in a row, as ESCAIDE will be delivered as a hybrid event, we are not pre-recording oral presentations. Each *Fireside session* will follow a running order of the presentations as defined in the conference programme. Your intervention for the *Fireside* will be **up to 15 minutes**. This will be comprised of:

- 7 minutes to introduce yourself and the work you are presenting. You can use slides.
- 5 minutes of moderator-led discussion, based on questions prepared by the moderator.
- 3 minutes for a supplementary question from the moderator or from the audience.

To guarantee the success of your participation at the hybrid edition of ESCAIDE, it is important that you prepare your presentation well in order to highlight your work and get ESCAIDE participants interested.

The oral presentations at ESCAIDE (or *Fireside sessions*) help showcase the latest research and studies and inform ESCAIDE participants of developments in a range of fields. The presentations also create opportunities to connect with individuals and organisations that are interested in the research results and explore future collaborations. The format for these sessions is designed to help with both these objectives.

Your oral delivery should raise awareness of key features of the research and identify opportunities for further work, collaborations and how the public health outcomes can be used.

### Presentation content

Given the limited time available for the oral presentation, please consider the following elements:

- **Key messages:** you can only communicate 2 or 3 aspects of your research / study, please indicate what these key points are and how can you draw attention to them.
- **What you want to do next:** Be clear about what you want to do with your abstract and the next steps. Are you looking for future research opportunities or do you have a clear public health action to be taken or used by others, or are you seeking to team up with others to undertake new activities?

- **Ask for help:** Give the audience a question, challenge or task that engages them in your next steps and what you want to achieve. For example, if you intend to conduct further research, ask the audience if they think this is the right field of study or what they would like to see the research deliver. If you are looking for collaborators, ask the audience for suggestions on organisations or individuals you should approach etc.
- **PowerPoint slides:** Please consider how the online audience and those in the room will view your PPTs. Lots of bullet points and text might be difficult for them to see. Images and simple statements are a lot easier for the audience to follow than detailed text (remember you can always refer to the written abstract for more detailed information). When presenting it will be important to clearly describe what you are discussing, as the audience may not be able to see you pointing at the presentation.

### *Presentation structure*

You may want to consider the following structure for your oral presentation and PPTs:

- **Step 1: Introduction:** Spend the first minute on your key message, what you want the audience to remember.
- **Step 2: Engagement:** Ask the audience a question, something they should think about when listening to your oral presentation. Write your questions in your slides, so that both the online and physical audiences can read them and think about them.
- **Step 3: Key messages:** Spend time on the key points of your work that you want to highlight.
- **Step 4: Wrap up presentation:** Repeat your key message and identify the next steps, what you hope to achieve in the future. This should link to the question(s) you asked at the beginning.
- **Step 5: Q&A:** The moderator will look at the comments from the audience and how they replied to your question(s). This forms the content for the questions and answers.

### *Policy on notification of funding/potential Conflicts of Interest:*

To support transparency, speakers should include a specific slide to indicate all sources of funding and potential Conflicts of Interest for the work presented at ESCAIDE.

## **Step 3. Send us your slides**

If you choose to use slides for your presentation, please use 16:9 ratio and send them to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu) by **20 November**. Please use a limited number of slides – to help you keep track of time.

Please do not use animations in your presentations. If you would like to embed video, please let us know - these will be saved separately and faded in the presentation at the right moment.

**For remote presenters:** As a remote speaker in a *Fireside session*, you will be invited to a technical check activity where our technical staff will brief you and test your equipment. Detailed information of this check will be sent in a separate email with instructions, and you will be invited to schedule your **technical check within a month before the conference dates**.

After your technical check is completed, we will send you a calendar invitation indicating the day and time you will be connected live into the conference as well as the connection link. Please note that the calendar invitation will be scheduled 30 minutes in advance, to make sure that there is enough time to handle the technical pre-check before you go live.

## Step 4. Present at a *Fireside session*

### *Before the session*

Before the *Fireside*, please visit the speaker preview room located in the conference venue to ensure that copies of your PPT are correctly put into the conference audio-visual system. All presenters may use the preview facilities throughout the conference, but priority will be given to presentations taking place on the allocated days. The speaker preview room will be open from 08.00 to 16.30.

**If your presentation is scheduled for the morning**, please go to the preview room no later than 09:00am on the day of your presentation. **If you have been allocated an afternoon slot**, no later than 11:30pm.

All presenters should arrive at their **session room at least 15 minutes** before the start of the session to meet the moderator and become familiar with the room's audio-visual aids and layout. Your PowerPoint display will be electronically available in the lecture room where your presentation takes place.

### *During the session*

A *Fireside session* is a moderated discussion where you will have the opportunity to discuss your work and answer questions. During a *Fireside*, the moderator introduces the overall theme of the topic-specific *Fireside session* and invites participants to ask questions in the chat.

The session will then follow the predefined timetable indicated in [Step 2](#). Please adhere to these time requirements to ensure all participants are given an equal opportunity to describe their work and interact with the audience during the session. We also encourage you to engage with the participants in the chat after the session is done.

## Step 5. Promote your talk

ESCAIDE 2023 is promoted on the ESCAIDE social media channels ([Facebook](#), [LinkedIn](#) and [Twitter](#)). Please help us spread the word by announcing your participation on your social media channels, by using #ESCAIDE2023.

## Summary of actions

- a. Register for the conference making sure you indicate correctly if you will present in-person or online (until 15 September)
- b. Technical check (within one month before the conference dates) *only for remote presenters*
- c. Send your PPT presentation by 20 November to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)
- d. Connect live/Participate to your designated *Fireside session* and engage with participants (during the allocated time of your session in the programme)

## Contact

For any questions you might have, do not hesitate to contact the ESCAIDE organisers at: [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu). Follow us on [Facebook](#), [LinkedIn](#) and [Twitter](#)