

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

This document is a step-by-step guide that will help you in your role as an oral presenter at ESCAIDE 2026, during a Fireside session.

## Step 1. Register for the conference

**As an abstract presenter, you must register to attend the conference by 14 September**, using the specific registration code received by email. This requirement applies regardless of whether you plan to present in person or online. Registration is free of charge and opens on Thursday 25 June, 12:00 midday (Stockholm time).

Abstract presenters will receive an email from [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu) with a link to the registration form and a **specific registration code** which they must use when registering for the conference. Please note that this code is unique and will only work for registering the email address of the presenter it is sent to.

### Presentation format options for oral presenters:

- **In-person (on-site) presentation:** We encourage you to attend the conference in person, if possible, to maximise engagement and networking opportunities.
- **Remote (online) presentation:** If you are unable to attend in person, you have the option to present remotely. Instructions for remote presentations will be provided upon registration.

### Important notes:

Ensure that all information provided during registration is accurate and complete. Closer to the conference dates, after registration, you will receive an email confirmation with login details for the online conference platform (hosted by *Swagcard*) on which you can update your profile. It is important to complete your profile since it will be visible to all attendees and linked to the conference programme.

**If you need to change your attendance mode**, please contact us promptly through the [Registration Contact form](#). For switching from in-person to online, we will make the necessary adjustments. If changing from online to in-person, please note that space may be limited as the conference dates approach, and we cannot guarantee availability. **If you are unable to attend either online or in person**, you may nominate a co-author to present your abstract in your place, **by 14 September at the latest**, by sending their name, email address and abstract ID through the contact form.

## Step 2. Prepare your presentation

As ESCAIDE continues to be a hybrid event, all oral presentations will be live streamed, whether you are presenting in person or remotely. 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**, structured as follows:

- 7 minutes to introduce yourself and the work you are presenting. You can use slides.
- 7 minutes of moderator-led discussion, based on questions prepared by the moderator, along with questions from the audience.
- 1 minute transition to next presenter.

### *Presentation content*

Given the limited time, please focus on the following:

- **Disclosure of funding and potential conflicts of interest:** Outline sources of funding and any potential conflicts of interest related to your research, to maintain transparency at ESCAIDE.
- **Key messages:** Select 2 or 3 critical aspects of your research to highlight. Explain these clearly and concisely.
- **Future directions:** Be clear about what you want to do with your research and the next steps. Whether you are proposing a public health action, seeking further research opportunities, or looking for collaborators, be explicit about your goals.

### *Presentation structure*

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

- **Opening (1 minute):** Start by briefly introducing yourself, the background of your research, and any conflicts of interest. Clearly state the key message you want the audience to remember and pose a strategic question to the audience to ponder as they listen to your talk. Write your questions in your slides, so that both the online and in-person audiences can read them and think about them.
- **Main content (5 mins):** Focus on the essential points of your research that you wish to emphasise.
- **Conclusion (1 min):** Recap your key message and outline next steps, linking back to the engagement question posed earlier.
- **Moderated Q&A (7 mins):** The moderator will facilitate a Q&A session using both pre-prepared questions and questions submitted by the audience.

### *Language requirement*

Please note that the conference is conducted in English, and all presentations must be delivered in English.

#### **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, and you will be invited to schedule your **technical check by 30 October**.

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 a further technical pre-check before you go live.

## **Step 3. Submit your presentation slides**

If you choose to use slides for your presentation:

- Please use 16:9 ratio for proper display.
- Slides should be submitted in .ppt or .pptx format.
- Design slides with clear visuals and concise statements to engage all attendees.
- Aim for one slide per minute, totalling about 7 slides for a 7-minute talk.
- Avoid animations to prevent delays during live streaming.

- If you would like to embed video, please let us know - these will be saved separately and integrated in the presentation at the right moment.

Your presentation slides should be uploaded directly in the abstract management platform, where the abstract was submitted (hosted by *Ex Ordo*). Once you log on to the platform, you will have a prompt on your dashboard directing you to this workflow. The **deadline to upload your slides is 1 October 2026**.

## Step 4. Present at a Fireside session

### *Before the session*

Before your Fireside session, check your PowerPoint slides in the speaker room to confirm they are correctly uploaded to the audio-visual system. The room is open from 8:00 am to 4:30 pm daily, with priority given to presenters on the day of their session.

**If your presentation is scheduled for the morning**, please go to the speaker room no later than 9:00 am on the day of your presentation. **If you have been allocated an afternoon slot**, no later than 11:30 am. The schedule of presentations will be available on the ESCAIDE website in the weeks leading up to the conference.

**Be in the auditorium where your session takes place at least 20 minutes early to meet the moderator and get comfortable with the audio-visual setup.**

### *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 structure 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 of the online conference platform after the session is done.

## Step 5. Promote your talk

ESCAIDE 2026 is promoted on the ESCAIDE and ECDC social media channels ([LinkedIn](#), [Bluesky](#), and [Instagram](#)). Please help us spread the word by announcing your participation on your social media channels, using [#ESCAIDE2026](#).

Please note that journalists and other media professionals will be present at ESCAIDE and may approach abstract presenters with some questions on their presentations. In this case, we recommend being familiar with and following your institution's guidelines on handling questions from the press. For more information, please reach out to the ECDC press team at [press@ecdc.europa.eu](mailto:press@ecdc.europa.eu).

## Summary of actions

- a. Register for the conference with the code received, making sure you indicate correctly if you will present in person or online (**from 25 June until 14 September**).
- b. Technical check (by 30 October) **only for remote presenters**.
- c. Upload your presentation slides on the abstract management platform (**until 1 October**).

- d. Connect live to/Participate in your designated Fireside session and engage with participants (during the allocated time of your session in the programme).

## Contact and newsletter

For any questions you might have, do not hesitate to contact the ESCAIDE team at:  
[escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu).

You can also subscribe to our newsletter: <https://www.escaide.eu/en/newsletter>.