



# 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 ESCAIDE 2022.

## Step 1. Register for the conference

**In-person registrations close on 5 September.** The registration is free of charge. As an abstract presenter, your participation in-person is instantly approved, but you can present remotely as well. To do so, just register as an online participant. **As an abstract presenter, if you wish to participate remotely (online), you should register by 30 October.**

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 the abstract and get in touch with questions via chat or live during the *Fireside* sessions.

## Step 2. Prepare your presentation

This year, 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 well your presentation 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 are these key points and how can you draw attention to them.
- **What do you want 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 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 point.

### 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 do 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. 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 **21 November**. Please use 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 fade it 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 session will be sent in a separate email with instructions, and you will be invited to schedule your **technical check within the period 31 October – 14 November**. You should ensure to secure the scheduling of your technical check by latest 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, so we 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 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 18.00.

**If your presentation is scheduled for the morning**, please go to the preview room no later than 10.00 on the day of your presentation. **If you have been allocated an afternoon slot**, no later than 12.00.

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 in to leave questions in the chat.

The session will then follow the predefined timetable indicated in [Step 2](#). Please adhere to 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 you have participated in the session.

## Step 5. Promote your talk

ESCAIDE 2022 is promoted on the ESCAIDE social media channels. Please help us to spread the word by announcing your participation in your social media channels, by using #ESCAIDE2022.

## Summary of actions

- Register in the conference (until 5 September for in-person presenters; and until 30 October for remote presenters)
- Technical check (from 31 October to 14 November; schedule at latest by 30 October) **only for remote presenters**
- Send your PPT presentation until 21 November to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)
- Connect live/Participate to your designated *Fireside* session and engage with participants

## Stay tuned

Subscribe the ESCAIDE newsletter by sending an email to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)

Check more info and guidance documents on the section for presenters on ESCAIDE website:

<https://www.escaide.eu/en/presenters>

Follow us on [Facebook](#) and [Twitter](#) @ESCAIDE

For any questions you might have, don't hesitate to contact the ESCAIDE organisers at:

[escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)