



## GUIDELINES FOR PARALLEL SESSION PRESENTERS

- Presentations should be in **Power Point** (preferably Power Point 2010) and should be provided on a **USB stick**.
- All oral presentations are allocated **20 minutes (10 minutes for the talk and up to 10 minutes question time)**. It is of utmost importance that you do not exceed the 10 min you have to present your work; otherwise, the moderator will interrupt your presentation.
- Please note that we do not advise any presentations to have embedded video. These will be saved separately and fade it in the presentation at the right moment.
- All presenters should **visit the speaker preview room** to ensure that copies of their electronic presentation are uploaded into the conference Audio-visual system (see below)

All presenters should arrive at their session venue **at least 10 minutes before the start** of the session in order to meet the moderator and become familiar with the room's audio-visual aids and layout. Your Power Point display will be electronically available in the lecture room where your presentation takes place.

Please consult the programme to check the date and time of your presentation. The programme is available at [www.escaide.eu](http://www.escaide.eu). If you need to contact the ESCAIDE organisers, please send an email to [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu).

### Preview room

A speaker preview room will be located in the Brewery Conference Centre. Please contact the information desk upon arrival to the conference for information on location and facilities, available in the speaker preview room.

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 facility will be open during the following times:

- Wednesday 27 November 7.00am – 6.00pm;
- Thursday 28 November 7.30am – 6.00pm;
- Friday 29 November 7.30am – 2.30pm.

**If your presentation is scheduled for the morning** please ensure your slides are given to technical staff no later than 8.00am on the day of your presentation. **If you have been allocated an afternoon**

**slot** please ensure presentation materials are passed to technical staff no later than 12.30pm.

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

In order 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.

## Publication of your presentation

ESCAIDE presentation material is not routinely published on the ESCAIDE website, but organizers often receive requests to access presentation material. By uploading the power point slides for presentation at ESCAIDE, speakers give automatic consent for their presentation material to be published on the ESCAIDE website and ECDC social media platforms. If the speaker does not wish for any of their presentation material to be shared or published, they should inform the ESCAIDE organizers at [escaide.conference@ecdc.europa.eu](mailto:escaide.conference@ecdc.europa.eu)