



# 36<sup>th</sup> European Congress of Pathology

*Multidimensional Pathology –  
Cornerstone of modern diagnostics*

7–11 September 2024, Fortezza da Basso, Florence, Italy



## Oral Presentation Guidelines

### ► Important facts

- Presentation time: Please note that there is a 2-minute Q&A time included in the presentation time communicated to you in the notification email.
- Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentations.
- PowerPoint presentations should be uploaded prior to the congress. Speakers will get an invitation e-mail for the upload which will contain further details about the submission process. There is the possibility to upload and check presentations on-site – this needs to be done at least 3 hours prior to the lecture.
- The Speakers' Preview Room is located in Spadolini Lower Level of the Fortezza da Basso, Florence.

### ► Preparation of your PowerPoint presentation

- Store all your files in one folder. Please make sure that videos and your presentation are all in the same folder.
- Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- If using fonts within the presentation, which are not installed on a standard MS Windows 10 computer with MS Office 365, these fonts should be saved as embedded fonts within the final version of the presentation.
- Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: On presentation mode, your text should be large enough to be easily legible 1.5 m away from your computer screen.
- Movies should be embedded within a PowerPoint presentation (so that they are part of the PPTX file). Linked movies (mostly in PPT) should be saved as external files to the same folder which contains also the presentation file. Please make sure that a standard Windows 10 computer can play those videos.
- The most common video formats are supported: AVI, MP4, M4V, MOV, MPG, Windows-WMV. The perfect video is a H.264 video in MOV or MP4 format
- Microsoft PowerPoint (up to Microsoft 365) versions for PC can be used. The following presentation formats cannot be handled or uploaded: Prezi, Apple Keynote. Please be aware that presentations made on Macs generally do not run properly on PC. Please visit the Speakers' Preview Room to check for incompatibilities.
- **The format for presentations is 16:9.**
- In your presentation, leave appropriate time for discussion and questions from the participants.

### ► Conflict of interest

Please note that all speakers are expected to disclose any conflicts of interest on a PowerPoint slide to be shown at the beginning of the presentation. A template can be downloaded from the congress website. You will also receive a link to the slide in your invitation for the slide upload.

### ► PowerPoint Template

A special PPT template has been prepared. ESP would love for you to use this template for your presentation. It can be downloaded from the congress website.

### ► Speakers' Preview Room

If you are not able to upload your presentation online prior to the congress, please come to the Speakers' Preview Room the day before or at least three hours prior to your lecture. Experienced technicians will capture your PowerPoint presentation (preferably from MS Win 10 compatible USB memory sticks as well as USB hard drives) and store it on the central congress server. At the Speakers' Preview Room, you can check and rehearse your PowerPoint presentation.

The opening hours of the Speakers' Preview Room are:

	Sat 7 Sept	Sun 8 Sept	Mon 9 Sept	Tue 10 Sept	Wed 11 Sept
from	16:00	07:30	07:00	07:30	07:30
to	19:00	17:00	17:00	17:00	17:00

### ► In the lecture room

- Your PowerPoint presentation will be made available in your lecture room via a computer network.
- There will be no possibility to connect your personal notebook in the lecture room.
- Your presentation will be made available on the notebook by a technician.
- From the lectern you will be able to remote control your PowerPoint presentation.
- There will be NO Presenter / Speaker View, which includes speaker notes. (Only the full-screen slide show will be projected to the notebook as well as to the screen.)
- A laser-pointer will be available.
- No changes in your presentation can be made in the lecture room. Changes can only be made in the Speakers' Preview Room.

### ► Contact

If you have any questions, please contact [ecp-florence@cpo-hanser.de](mailto:ecp-florence@cpo-hanser.de).