

INSTRUCTIONS FOR ORAL PRESENTERS

Upload of your presentation

Speakers are recommended to check-in at the IAPD Speakers Ready Room (SRR) at least 1 hour prior to their scheduled presentation. The computer at the speaker desk is only to upload your presentation. All presentation files must be submitted in their final form at least 1 hour before session start time.

The IAPD Speaker Ready Room (SRR) is located in room 0.7 Lisbon on the ground floor. All presentations will be distributed from the SRR only. Technical equipment and assistance will be provided there. You can bring your presentation to the SRR on a USB memory stick. Make sure your presentation is prepared in a 16:9 format.

Conflict of interest Disclosure

Kindly download the template slide [here](#). You may use the IAPD template also for the rest of your presentation.

Presentation Format

The format of the presentation is **10 minutes**; 6-7 minutes presentation and 3-4 minutes discussion.

Presenters are recommended to follow the structure of the IAPD abstracts.

Research Abstract

- Background and aim
- Methods
- Results
- Conclusion

Case Report

- Introduction
- Case Report
- Discussions
- Conclusion

Key points

- All presentations will be played on PowerPoint 2019 or Acrobat Reader 10 for PC;
- Only video codec's and fonts as detailed in below will be supported;
- PowerPoint for MAC files should be tested on a PC before attending the event;
- The use of your own laptop during your presentation is NOT permitted.

Before you arrive to the congress

Backup: Copy your PowerPoint/PDF and all movies to one folder on a USB flash drive. PowerPoint prior to 2010 does **NOT** embed movies. These must all be placed in the same folder as your PowerPoint.

Speakers Ready Room (SRR) opening hours

Wednesday	June 14	08.00 - 19.00
Thursday	June 15	08:00 - 17:00
Friday	June 16	08.30 - 17.00
Saturday	June 17	08:30 - 13:00

In the Session Room

Please arrive in your session room at least **15 minutes** before the start of your session. Take time to familiarize yourself with the room and the setup at the lectern. In the session room, a room attendant and/or a technician can assist you if you have any questions.

Queries

If you have any queries concerning the procedures, please contact the IAPD Congress Secretariat

Tel: [+31 20 575 42 20](tel:+31205754220) or secretariat@iapd2023.org