



IGCS 2022

ANNUAL GLOBAL MEETING

SEPT 29 - OCT 1

NEW YORK CITY

Guidelines for Oral Presentation

POWERPOINT PRESENTATION GUIDELINES

In compliance with CME/CPD requirements all speakers and oral presenters are required either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add "No Disclosures". You can [download a template](#) from the [IGCS 2022 Digital Speaker Ready Room](#) page on the IGCS 2022 website.
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".

PRESENTATION LAYOUT AND RATIO

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9.
- Information on [how to change the ratio](#) of your slides, as well as [further tips for presentation](#) are available on the [IGCS 2022 Digital Speaker Ready Room](#) page.

ONSITE PRESENTATION SLIDE UPLOAD

- You can bring your slides to the Speakers' Ready Room on a USB stick. **The Speakers' Ready Room is located on the 4th floor of the Meeting Venue** and is clearly signposted onsite.
- You are asked to only use the onsite meeting computers in the session halls for presentation purposes. We will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session.
- Please upload your presentation slides in the Speakers' Ready Room as soon as you arrive at the venue in the morning and **at least 1 hour before the start of the session**.
- If you combine video clips with PowerPoint, make sure to test it in the Speakers' Ready Room during a coffee or lunch break prior to your session and **at least 2 hours before the start of the session**. In the Speakers' Ready Room, check with the technician if the sound and picture from the video are transmitted well and repeat the test again in the break right before your session in the session hall to avoid technical issues.
- If you were approached by the IGCS Meeting Secretariat concerning a potential conflict of interest declared by you in your Disclosure Form and were given instructions on mitigating the conflict, please follow them closely. For CME accreditation related inquiries, please contact us at mvelcheva@kenes.com.

IMPORTANT FOR MAC USERS

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. **Convert it to PowerPoint or PDF.**
2. Use a **common font, such as Arial or Calibri** (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the **images as JPG**. The following file types will **NOT** be visible on a PowerPoint based PC – TIF, PNG or PICT.

In case of questions, please [contact](#) the IGCS 2022 Secretariat or find us onsite in the Registration Area on the 5th floor of the Meeting Venue.

Thank you for your valuable contribution to the success of the 2022 IGCS Meeting!