Presentation Guidelines

Welcome to the 14th Annual Meeting of the European Society of Paediatric Endoscopic Surgeons (ESPES) in IRCAD, Strasbourg, France! We are delighted that you will be presenting at our event. To help ensure that your presentation runs smoothly, we provide you with this detailed presenter's guide. Please read this guide carefully and contact us if you have any questions.

Step 1: Prepare Your Presentation

1. The meeting language is English, and the text on the slides and your oral presentation must be in English.

2. Presentations should be prepared using Microsoft PowerPoint, format 16:9.

3. There is no slide deck; please use the slide layout of your choice.

4. Use standard fonts like Arial, Times New Roman, Verdana, etc.

5. Insert pictures as JPG files.

6. Create a title slide with the title of your presentation, authors' names, and institution(s).

7. Include a conflict of interest/disclosures slide to disclose any relevant financial or personal relationships that could be perceived as a conflict of interest. If you do not have any disclosures, simply state, "Nothing to disclose."

8. Prepare your long oral, short oral, and poster presentations to fit within the allotted time.

9. For *poster presentations*, one is allowed to prepare **a maximum of 3 slides.**

10. For *video presentations*, please use **MP4 format** and create a video that is at most 5 minutes and includes a clear explanation of your research or clinical case and a disclosure slide. There is no narration from thepodium; all narration must be included in the video

and in English.

Step 2: Presenting Your Work

Oral presentations (allotted time)

Long oral (LO)

- Presentation Slot: 7 minutes
- Presentation Time: 5 minutes
- Discussion: 2 minutes

Short oral (SO)

- Presentation Slot: 5 minutes
- Presentation Time: 3 minutes
- Discussion: 2 minutes

Poster presentation

- Presentation Slot: 3 minutes
- Presentation Time: 1 minute (**Max 3 slides**)
- Discussion: 2 minutes

Video presentation

- Presentation Slot: 7 minutes
- Video Time: 5 minutes
- Questions and answers: 2 minutes

Step 3: Ensure That Your Presentation is Copyright Compliant

1. All graphics used in your presentation should be free of copywriting restrictions.

2. If you are doing a video presentation, we request NO background music.

Step 4: Submit Your Presentation Ahead of the Conference

1. Upload your presentation and/or visual files to the IRCAD AV Team using the link: https://cloud.av.ircad.fr/s/LCAyzE9xW4tqc6E by August 31st, 2024.

2. Ensure to include all necessary slides, including the title and conflict of interest/disclosures.

Step 5: Visit the Speaker Ready Room

1. Visit the speaker-ready room at the conference site at least 30 minutes before the beginning of your session with a USB stick to deliver your presentation or confirm that your presentation runs

appropriately.

2. Ensure your presentation is compatible with the conference system and set up correctly.

3. Personal computers will not be allowed for presentations.

Step 6: Review the presentation success tips

1. Keep it simple: Use clear and concise language in your presentation. Keep the content simple and to the point. Avoid using too many bullet points or too much text on a single slide.

2. Use a legible font: Use a readable font that is easy to read from a distance. Stick to a simple, sans-serif font like Arial or Calibri.

3. Use high-quality graphics: Use high-quality graphics and images to support your presentation. Ensure that the graphics and images are relevant to the content on the slide.

4. Use a consistent design: Use a consistent design throughout your presentation to maintain a professional look. Choose a color scheme and font that are consistent throughout the presentation.

5. Limit animations and transitions: Use animations and transitions sparingly. Overuse of animations and transitions can be distracting and take away from the content of your presentation.

6. Use appropriate slide layouts: Use appropriate slide layouts to help organize your content. Use headings, subheadings, and bullet points to create a logical flow of information.

7. Use a strong opening and closing: Use a strong opening and closing to capture and maintain your audience's attention. A good opening can set the tone for the rest of the presentation, while a strong closing can help reinforce your key points.

8. Practice your presentation: Practice your presentation to ensure that it runs smoothly and that you are familiar with the content. Time your presentation to ensure that it fits within the allotted time for your session.

9. Please remember that most of the audience is non-native English speaking, therefore speak slowly and clearly and avoid abbreviations.

We hope this presenter's guide has helped you to prepare for the 14th European Society of Paediatric Endoscopic Surgeons (ESPES) Annual Meeting. If you have any questions or concerns, please do not hesitate to contact us at espescongress2024@gmail.com .

We look forward to your participation in our event!