

# Abstract Presenter Advice Guide

CONGRESS OF THE EUROPEAN SOCIETY FOR ORGAN TRANSPLANTATION

**29 August – 01 September 2021**

MiCo Convention Centre

Milan, Italy



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# Introduction

## ESOT welcomes you to celebrate in hosting its 20<sup>th</sup> annual Congress

The ESOT Congress takes a multidisciplinary approach, supported by respected leaders in the field, to serve as the leading platform in transplantation. It is the event where the latest trends are discussed, scientific advances are presented, cutting-edge education is offered, and networking at an international level is nurtured.

Thousands of on-site and online participants from the European and International transplant community will gather to take part in this exciting “must attend” biennial congress that brings together the latest research and innovation in transplantation.

As a presenter, you will have the opportunity to showcase new and exciting topics in organ transplantation and contribute to the learning journey of others in this field.

Presentations require much thought, planning and research; and for many, delivering a presentation can be a challenging experience. To support you along this process, ESOT has devised this advice guide to help you get the most out of your presentation.

We look forward to seeing you at this prestigious event.



# Preparing your presentation

## Audio-visual guidelines for your abstract presentation

**To ensure optimal delivery of your presentation, please comply with the following guidelines when preparing your presentation:**

- Your presentation must be prepared in PowerPoint version: type.pptx
- Orientation of the page should be set to landscape with an aspect ratio of 16:9
- Please ensure you use the ESOT branded font: Arial (Regular, Italic, Bold, Bold Italic)
- When using imagery in your presentation, please use the “Insert Picture” feature, instead of copy/paste. Preferred format of images should be (\*.jpeg). Make sure to compress large images as they may cause the presentation to load slowly.
  - Please ensure that all images comply with copyright terms and conditions
- For video content, please keep the file sizes less than 20MB if possible. Preferred format of videos should be (\*.mpg) (\*.avi) (\*.wmv) (\*.mov). To avoid any issues associated with loops and/or redirection to external sites (i.e. YouTube or Vimeo), please ensure that the video is embedded on to one of the slides
  - To ensure all presentations are carried out efficiently and to time, we advise against the use of videos, unless absolutely necessary
- For Apple Mac Users: presentations made on Macintosh computers usually do not run properly on a PC. Kindly allow enough time to visit Speaker Ready Room for our technicians to check and fix any incompatibilities.
- Ensure your slides easily readable. Key messages that you wish to pass to the audience should be written in fonts of minimum 24 points. Supporting text or sub-points can be smaller but refrain from using font smaller than 18 points. To check your slide’s legibility, enter ‘presentation mode’ and step 2 meters away from your computer. If you can read your slide, the audience will too.
- Before uploading your presentation, please ensure you have run a comprehensive edit/sense check of your document
- ESOT has developed a toolkit, housing a suite of materials to support with the preparation of your presentation

[Click here to download a copy of the ESOT Congress Abstract Presenter Toolkit](#) 

## Uploading your presentation

**When uploading your presentation, the process will differ depending on both the type of presentation (please refer to 'Type of presentation' section on page 7) and your attendance (virtual or in-person).**

For **poster presentations**, all approved abstracts will need to be upload to the dedicated poster platform by **10<sup>th</sup> August 2021**. If possible, poster presentation should be accompanied by 2-minute recording, outlining the project's credentials.

Full **oral sessions** and **focus groups** can be uploaded two ways:

1. If presented onsite, presentations must be uploaded no later than 3 hours prior to the session in which you are presenting. Presentation must be submitted in the Speaker Ready Room on premises, which can be located on level -1
2. If presented remotely, presentations will need to be uploaded via the presentation platform by **10<sup>th</sup> August 2021**

For **brief orals**, all presentations will need to be pre-recorded and submitted via the presentation platform by **10<sup>th</sup> of August 2021**. During the congress, speakers can attend a live Q&A session remotely. If present onsite, speakers will answer questions live from the stage.

**Please note that there will be no live presentations for brief orals. All presentations must be pre-recorded.**

**You will be able to upload your presentation prior to the Congress using our Virtual Speaker Ready Room. All abstract presenters will receive detailed information on how to upload their presentations.**

### HYBRID MEETING IN RESPONSE TO COVID-19

**In the likelihood of there being travel restrictions due to national lockdown and/or personal quarantine measures, or you feel uncomfortable attending in-person, ESOT will always provide the opportunity for you to present your abstract virtually.**



## Conflict of interest declaration

All speakers must insert a declaration of potential conflict of interest as the second slide of their presentation (please refer to slide 2 on the ESOT Congress PowerPoint template). This slide is mandatory for every speaker and for all presentations and must be included even if there is no COI to be disclosed.

All presenters, whether invited faculty or abstract presenters at the ESOT Congress 2021 are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. ESOT reserves the right to review the information disclosed for potential conflicts of interest. Please note that the sole responsibility for the content of each presentation lies with the Presenter.

Conflicts of interest are frequent, and do not disqualify an individual from making a presentation, provided the conflict is disclosed. If there is any doubt about the relevance of a potential conflict of interest, ESOT requires all Presenters to act responsibly and to disclose such potential conflict of interest.

## Speaker Ready Room (for presenters attending in-person)

ESOT has arranged Speaker Ready Room at the MiCo Congress Centre to allow presenters to upload their presentations and obtain any technical assistance they may require prior to sessions. Our staff will be present in the Speaker Ready Room and Faculty Lounge to offer help.

Please hand in your PowerPoint presentation slides at the Speaker Ready Room at least 3 hours prior to your talk. Usage of personal devices as well as uploading presentations directly in the session rooms is not allowed.

**Speaker Ready Room is located on Level -1 of North Wing.  
Speaker Ready Room Opening Hours:**

Saturday, 28 August	14:00—19:00
Sunday, 29 August	07:00—19:00
Monday, 30 August	07:00—19:00
Tuesday, 31 August	07:00—19:00
Wednesday, 1 September	07:00—13:00

## Session rooms (for presenters attending in-person)

The following equipment and assistance will be available in the session rooms:

- All meeting rooms are set-up in theatre style seating.
- Your presentation that was uploaded in the Speaker Ready Room will be available in your session room via computer network operated by our technicians.
- Each room will be equipped with a standard audio-visual package, which includes preview monitor for the speaker, slide advancer, lectern with the microphone.
- At least one technician will be available in your session room to support smooth session run.

# Presenting your Abstract / Clinical Case

## Type of presentation

When presenting your abstract, the style, timing and format will be dependent on what presentation type it falls under:

### Full oral presentation

- Duration of this presentation is 8 minutes, followed by 2 minutes of questions and discussions

### Brief oral presentation

- Duration of this presentation is 4 minutes, followed by 2 minutes of questions and discussions

### Focus groups

- Duration of this presentation is 5 minutes, followed by 8 minutes of discussions in small groups

### E-poster

- No presentation option is available for this type of abstract. However, all presenters will have the opportunity to pre-record a 2-minute commentary to support the poster

It is important that you understand the type of presentation you will be conducting, to ensure you fully comply with its requirements.

**If you are uncertain as to what type of abstract you will be presenting or have any queries about your presentation, please contact: [programme.congress@esot.org](mailto:programme.congress@esot.org)**



# Delivering the perfect presentation

## PRACTICE, PRACTICE, PRACTICE

Practicing your presentation will not only help build confidence but allow you to familiarise yourself with how to best approach the situation on the day. It is advised that you seek out the support of a fellow colleague/peer to assist you and provide feedback.

## PRE-PRESENTATION PREPARATION

Preparation is key. Ensure you familiarise yourself with the technology you will be using on the day. We advise you bring a back-up copy of your presentation on a portable device (i.e., USB).

For most sessions, you will be required to engage in a questions and discussion session. To ensure you are not caught 'off-guard', we advise you to prepare answers to several questions you anticipate the audience will ask. This will allow you to feel more comfortable in your presentation and may help mitigate the impact of nerves.

## ENTHUSIASM

Presenting your abstract at ESOT Congress 2021 offers the perfect platform to showcase your passion and enthusiasm for the research you have been conducting. If you appear passionate and excited about the topic, so will the audience.

## BODY LANGUAGE

Presenting can often seem daunting and it can show physically. Ensure you stand with a relaxed but confident posture when delivering your presentation, making eye contact with the audience - try to keep pacing movements and fidgeting to an absolute minimum.

If you struggle to overcome nerves, we advise you practice relaxation techniques. Everybody has their own way of dealing with nerves - so try and find personal methods of relaxation to help get your nerves under control

## VOCALS

The tone, volume and pronunciation of your voice can dictate the effectiveness of getting your message across. Ensure you pace yourself when presenting and provide ample time for the audience to digest the information.

**For those attending virtually, there are several additional considerations that must be taken into account. Please refer to our 'virtual tips and tricks' for delivering the perfect presentation.**

## Virtual tips and tricks



### Start from the basics

- Ensure your internet connection is strong
- Check if your device is charged or correctly plugged in to a power source
- Close any confidential documents or windows on your device which you do not wish to share



### Sound is key

- Please sit close to the microphone. If possible, use a headset or pair of headphones with a functioning microphone
- Avoid large, empty spaces which may create an echo



### Check your surroundings

- Make sure your office/room is tidy
- Choose a neutral background that will not distract your viewers
- Avoid sitting in a swivel chair



### Limit distractions

- Ensure to close your windows if you are living in a busy area
- Ensure your mobile phone or other hand-held devices are switched off or on silent
- Turn-off any other computer applications that may distract you with notifications
- Warn your family and/or housemates that you will be recording/presenting online



### Good lighting

- Natural lighting is key. Ensure you position yourself close to a window or an area that attracts a lot of natural sunlight
- If you are recording in the evening/afternoon, make sure you turn on the light to improve visibility



### Check yourself

- Dress to feel comfortable and follow the usual dress code that you would usually choose while presenting live
- Position your camera at eye level to prevent viewers from focussing on unwanted areas of the face



## Summary



PREPARE TO SUCCEED



SHARE YOUR ENTHUSIASM



BE VOCAL



ENJOY THE EXPERIENCE

## Contact Us

**ESOT is always 'on-hand' to offer support and guidance through the processes discussed in this guide.**

For support on the preparation and delivery of your abstract poster/presentation, ESOT has appointed the following partners who will contact you directly:

- **Poster Session Online** for e-posters
- **COVR Netropolix** for oral presentations

If you have any questions, or require further detail on what has already been covered, please contact us on: [programme.congress@esot.org](mailto:programme.congress@esot.org)

We look forward to welcoming you to ESOT Congress 2021!





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For more information on ESOT Congress 2021, please visit [esotcongress.org](https://esotcongress.org)

