ESOTCongress
THE INTERNATIONAL TRANSPLANT CONGRESS®

Abstract
Presenter Guide

THE INTERNATIONAL TRANSPLANT CONGRESS 2023

17–20 September 2023
Megaron Athens International Conference Centre
Athens, Greece

esotcongress.org

We look forward to welcoming you to the ESOT Congress 2023!

The ESOT Congress is a major event and the most influential of its kind, with participants attending from all over the globe to discuss, debate and explore the latest trends in the world of transplantation. Serving as a leading platform to exhibit best practice and research, the meeting delivers world-class science and education whilst offering a range of networking opportunities at an international level.

As a presenter, you will have a unique opportunity to showcase new and exciting topics in organ transplantation and contribute to the learning journey of others in the field. We understand that giving presentations can be challenging and is something that requires careful thought, planning and research. To support you in this process, ESOT has produced this guide to help you prepare for your presentation.

Contents

Speaker Service Centre

ESOT has arranged a Speaker Service Centre at the Megaron Athens International Conference Centre to allow presenters to upload their presentations and obtain any assistance they may require from our staff prior to the sessions.

Please share your PowerPoint presentation slides with the Speaker Service Centre at least **3 hours** before your presentation. Note that the use of personal devices to upload presentations directly in the session rooms is not permitted.

The Speaker Service Centre is located in the Trianti Foyer, Level 0.

Opening hours

Saturday, 16 September:

07:30–19:00*
*Please use the temporary Speaker Service Centre between 07:30-14:00, located in the MC3.5 room, Level -1

Sunday, 17 September:

07:00–19:00

Monday, 18 September:

07:00–19:00

Tuesday, 19 September:

07:00–19:00

Wednesday, 20 September:

07:00–12:00

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
- The orientation of the page should be set to landscape with an aspect ratio of 16:9
- Ensure you use the ESOT-branded font: Arial (Regular, Italic, Bold, Bold Italic)
- When using imagery in your presentation, the preferrable format is (*.jpeg)
  - Make sure to compress large images as they may cause the presentation to load slowly
  - Ensure all images comply with copyright terms and conditions
- We advise against the use of videos, unless absolutely necessary, to ensure all presentations run to time
  - If a video is necessary, please keep the file size below 20MB. Preferred video formats are (*.mpg) (*.avi) (*.wmv) (*.mov)
  - To avoid any issues associated with loops and/or redirection to external sites (i.e. YouTube or Vimeo), ensure the video is embedded onto one of the slides
- For Apple Mac users, presentations created on Mac computers may not run properly on a PC
  - Allow enough time to visit the Speaker Service Centre to enable our technicians to check and fix any incompatibilities
- Ensure your slides are easily readable: Key points should be written in a font size of minimum 24pt; supporting text can be smaller (minimum 18pt)
- Before uploading your presentation, ensure you have run a comprehensive review of your document
- ESOT has developed an abstract presentation template to support with the preparation of your presentation

Download the abstract presentation template >

Preparing your graphical poster

Authors must provide an original image that clearly represents the work described in the paper. Please note that each graphical abstract should be unique. For ease of browsing, the graphical abstract should have a clear start and end, preferably reading from top to bottom or left to right. Try to reduce distracting and cluttering elements as much as possible.

No additional text, outline or synopsis should be included. Any text or label must be part of the image file. Please do not use unnecessary white space or a heading "graphical abstract" within the image file.

Dimensions
We strongly encourage all presenters to use our Graphical Poster Template. All posters need to be 140 cm x 90 cm (landscape).

Font
Please ensure you use the ESOT-branded font, Arial (Regular, Italic, Bold, Bold Italic) with a large enough font size.

Text and layout
Body: We recommend 36 - 40 pt, although 32pt or even 28pt could be used in isolated areas, or if you have a very large amount of text. You should use dark text colors on a light background, or vice versa.

Title: We recommend 80 - 100 pt, although if you have a long title, you may find you need to use a slightly smaller font size.

Images
Please only use high-resolution images to ensure good readability. Our team will be available for advice if you have any technical questions. All posters will undergo quality control, and you will be contacted if any adjustments are required.

Institutions
The institutions the authors belong to should be stated, indicating also department and unit. We recommend 30 - 36pt. Again, you may need to go below 30pt if you have a longer text.

References/Bibliography
We recommend 24 - 30pt. At least one of the authors must be registered for the congress.

Exporting
You can either save this PPT or export it as PDF. Our website supports both PPT and PDF.

Other considerations
Cutting and pasting images doubles their size. We recommend that you either insert image from file (PPT2000/2003) or insert image (2007/2010).

Lower band
Our PosterSessionOnline Technical Department adds a discreet 5 cm band at the side that includes:

- The poster number
- The topic and 1st Author
- The PosterSessionOnline logo

Download our visual/graphical abstract templates >

Please see this article for additional guidance >

Uploading your presentation

When uploading your presentation, the process will differ depending on the type of presentation (please refer to the 'Type of presentation' section on **page 9**).

e-poster presentations

For e-poster presentations, all approved abstracts will need to be uploaded to the dedicated e-poster platform by 25 August 2023. If possible, e-poster presentations should be accompanied by a 2-minute recording outlining the project's credentials.

Oral and focus group presentations

Full oral and focus group presentations must be uploaded no later than **3 hours** prior to the session in which you are presenting.

Your presentation must be uploaded in the Speaker Service Centre, located in the Trianti Foyer, Level 0.
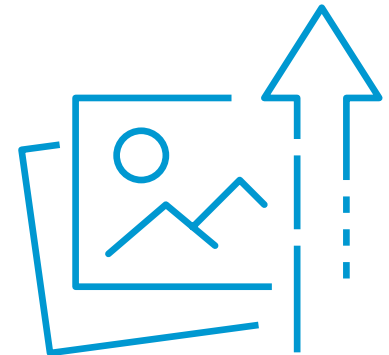
Conflict of interest declaration

All speakers must insert a declaration of potential conflict of interest slide as the second slide of their presentatioWn **(please refer to slide 2 on the ESOT Congress PowerPoint template)**. This slide is mandatory for all presentations and must be included, even if there is no conflict of interest to be disclosed. All presenters at the ESOT Congress 2023 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 presenting provided the conflict is disclosed.

Publishing rights of educational material/activity

Please note that all authors will be asked to sign the publishing rights agreement.

By signing the publishing rights, the contributor agrees to be part of an educational activity and/ or submit an educational material to be publicly published, reproduced, transmitted and distributed by ESOT and/or its designee online, on mobile devices or onsite on digital displays.

This educational material/activity may include, charts, slides, drawings, photographs, texts, illustrations, summaries, outlines, video files, videos of the author, voiceovers, and other materials (all of which shall be referred to as the "educational material").

Session rooms

- All meeting rooms are set up with theatre-style seating
- If you are scheduled to present in CS1-RM1 room, please be aware that there is no lectern available
- After uploading your presentation at the Speaker Service Centre, it will be available in your session room via the computer network, operated by our technicians
- Each room will be equipped with a standard audio-visual package, which includes a preview monitor for the speaker, a slide advancer and lectern with a microphone
- At least one technician will be available in your session room to ensure everything runs smoothly

Presenting your abstract

Type of presentation

When presenting your abstract, the style, timing and format will depend on the type of presentation:

Full oral presentation

- Presentation duration: 8 minutes
- Question and discussion: 2 minutes

Brief oral presentation

- Presentation duration: 4 minutes
- Question and discussion: 2 minutes

Focus group

- Presentation duration: 5 minutes
- Question and discussion: 15 minutes
  (5 minutes in small groups;
  10 minutes at the end of the session)

Moderated e-poster

- Presentation duration: 3 minutes
- Question and discussion: 2 minutes

e-poster

- Pre-recorded commentary duration: 2 minutes

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 questions about your presentation, please contact: **programme.congress@esot.org.**

Delivering the perfect presentation: Tips and tricks
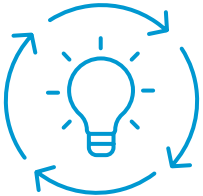
PRACTICE

Practising your presentation will help build your confidence and understand how best to approach the situation on the day. Seek out the support of a fellow colleague/peer in the lead up to your presentation to provide feedback.

PREPARATION

Preparation is key. Ensure you familiarise yourself with the technology you will be using on the day and bring a back-up copy of your presentation on a portable device (e.g. USB). For most sessions, you will be required to engage in a question-and-discussion session. To ensure you are not caught off-guard, you should prepare answers to several questions you anticipate the audience will ask.

ENTHUSIASM

Presenting your abstract at the ESOT Congress 2023 offers the perfect platform to showcase your passion and enthusiasm for the research you have been conducting. If you are excited about the topic, the audience will be too!
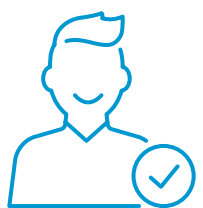
BODY LANGUAGE

Presenting can often seem daunting, and this can show physically. Ensure you stand with a relaxed, but confident, posture when delivering your presentation, making eye contact with the audience. If you struggle to overcome nerves, try practising relaxation techniques. Everyone has their own way of dealing with nerves, so try and find methods of relaxation that work for you.
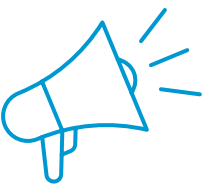
VOCALS

The tone, volume and pronunciation of your voice can dictate how effective you will be at getting your message across. Ensure you speak slowly and clearly when presenting and provide ample time for the audience to digest the information. Keeping a bottle of water with you when presenting can be helpful.

Contact us

ESOT is always on hand to offer support and guide you through the process.

For support on the preparation and delivery of your abstract e-poster presentation, ESOT has appointed 'Poster Session Online', who will contact you directly.

If you have any questions or require further detail on what has already been covered, please contact us on:
programme.congress@esot.org
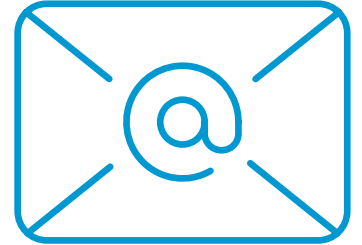
We look forward to welcoming you to the ESOT Congress 2023!

Thank you