

Presentation Guidelines

The Speaker Ready Room Opening Hours:

Wednesday, October 14	10.00–18.00 hrs
Thursday, October 15	07.00–18.00 hrs
Friday, October 16	07.00–18.00 hrs
Saturday, October 17	08.00–13.00 hrs

All presenters are asked to make a statement to disclose their conflict of interests before their presentations.

A) Long Oral, Case Reports, Short Oral And Oral (LO, CP, SO, O) Presentation Guidelines

The quality of the meeting is extremely dependent on how you present your work. The ESPU Scientific Committee would like to remind you of a few key points:

- Keep your introduction short
- Do not exceed the time limits:
 - Long Oral (LO) – ESPU meeting: 5 minutes for your presentation and 3 minutes for the discussion.
 - Case Report Presentation (CP) – ESPU meeting: 3 minutes for your presentation and 2 minutes for the discussion.
 - Long Oral (LO) – ICCS meeting: 6 minutes for your presentation and 3 minutes for the discussion.
 - Short Oral (SO) – ICCS meeting: 4 minutes for your presentation and 2 minutes for the discussion.
 - Oral (O) – Nurses meeting: 6 minutes for your presentation and 4 minutes for the discussion
 - When you exceed this time limit you will be interrupted and asked to finish
- Please note that only PowerPoint presentations are possible (there will be no slide projectors available)
- Do not use too many slides (max. 10 slides = 2 slides per minute)!
- Hand in your presentation at least 2 hours prior to the session at the Speakers' Service Centre
- Familiarize yourself with the available equipment before your presentation starts!
- As in the previous years we will be very strict with the time of presentations (5 min for oral). Since we consider time for discussion as essential, you will be asked to conclude when your time is out.
- Abstracts will be presented in groups of 4–7, and then the discussion takes place with all the presenters at the podium.