Important information for oral presentations

For details on your session / presentation including the length of your presentation please have a look at the up-to-date online programme. It includes the entire scientific programme as well as the room allocation and is available **here**.

Technical equipment

Each room is equipped with a laptop and presenter. As a network based presentation management is used to ensure a smooth running and simple handling of all presentations, **it is not possible to bring your own laptop.** No exceptions can be made. Please keep this in mind concerning integrated videos in your presentation.

General lecture timings

Session type	Presentation time	Discussion time	Total time
Keynote lecture	30 minutes	15 minutes	45 minutes
Scientific session (invited lecture) Clinical/Medical practice	15 minutes	5 minutes	20 minutes
Invited session	25 minutes	5 minutes	30 minutes
Tomorrow's World	15 minutes	15 minutes joint discussion at the end of the session	
Oral abstract presentation	8 minutes	2 minutes	10 minutes

Kindly refer to the **online programme** for your presentation time(s) as some sessions may vary.

Prepare your presentation

Presentation format

- Format 16:9 / .pptx, **no keynote**
- Save your presentation and the media files (if you have any) to a folder with your name
- All graphics, images and videos have to be embedded in the presentation and should not be linked.
- Please avoid external links in your presentations as there will be no internet connection in the session rooms
- Should you prepare a presentation with audio and/or video clips, please make sure to provide a copy of the audio/video files on the USB stick with your presentation.
- Video clips: mpeg4, wmv and mp4. | Avoid the formats: .avi, .mov, .mpg and .qt.
- Use of Speaker notes in your presentation is not possible! Please print your notes on a paper.

Use of logos/brand names

Presentations must not display any company logos. Please refrain from using commercial brand names and logos. (Exceptions: universities & hospitals are allowed)

Disclosure – Conflict of Interest Slide

According to the EACCME regulations (accredits the congress with European CME credits), all speakers have to show a **disclosure slide**. Therefore, please provide a conflict of interest declaration as a **second slide** of your presentation.

Media check

Save your presentation on a **USB stick** and hand it in at the **Media Check** onsite at the latest two hours prior to your scheduled presentation.

Opening hours media check

Thursday	29 October 2026	07:30 – 18:00
Friday	30 October 2026	07:30 – 18:00
Saturday	31 October 2026	07:30 – 15:00

Presentations on Thursday morning: hand over your presentation early in the morning.
Presentations Friday or Saturday morning: please hand in the presentation the day before (if possible).

Hold your presentation

Speakers should be in the session room **15 minutes** before the beginning of the session to meet with the chairperson(s).

Filming/photos

We ask participants to refrain from audio or video recordings out of respect for the scientific work of the speakers. If you absolutely want to prevent anyone from filming your presentation, please inform your chairperson(s) in advance.

Thank you very much!

For general questions, please contact: EUROKONGRESS GmbH ✉ cepas@eurokongress.de