



Guidelines for ISQua Speakers – 15-Minute Oral

GENERAL GUIDELINES

Congratulations on having your abstract selected for a 15-minute Oral Presentation!

Registration. Presenters must be registered for the conference by **4th February 2021** in order to present and have their abstract published in the final programme. Click [HERE](#) to register now. The location of your session will be published on the programme in the mobile app, which you will be able to download approximately two weeks before conference.

- **For a 15-minute oral presentation, we recommend 10 minutes of presentation and 5 minutes for questions and audience discussion.**
- **Questions to ask yourself to give the most effective and powerful short presentation**
 - What is my goal for this presentation?
 - What is the most important message I want listeners to leave with?
 - If I wrote a one sentence description of my presentation, what would it say?
 - If I were to write a list of the keywords for the presentation, what words would be on the list?
 - What is the theme? And what are the three major points?
 - What action do I want audience members to take upon hearing my presentation?
- **The chairperson of your session will be in contact before the conference to introduce themselves.** Please meet the session chairperson at your session area at least ten (10) minutes prior to the start of your scheduled session
- All presentations must be made in English. The use of an interpreter is not permitted.
- Please ensure there is no material within your presentation which could be seen as marketing a commercial product or Programme.

INSTRUCTIONS FOR SPEAKERS

- **Speakers must submit their presentations to a Speaker Preview Technician who will load, validate and distribute their presentations in the Speaker Preview Room no later than 2 hours before their presentation. The location of the Speaker Preview Room will**

be included on the map on the mobile app which can be downloaded two weeks before conference.

- Please bring the computer file of your PowerPoint presentation (on USB stick). **Please save your presentation by abstract number and family name e.g. 1445_Smith**
- If your presentation is scheduled early in the morning, your presentation should be submitted to the technical staff the evening before the day of your presentation.
- You can, if desired, make corrections in the Speaker Preview Room up to one hour before the start of your session.
- Your presentation will be uploaded to the meeting room by the computer network.

FORMAT AND TECHNICAL REQUIREMENTS

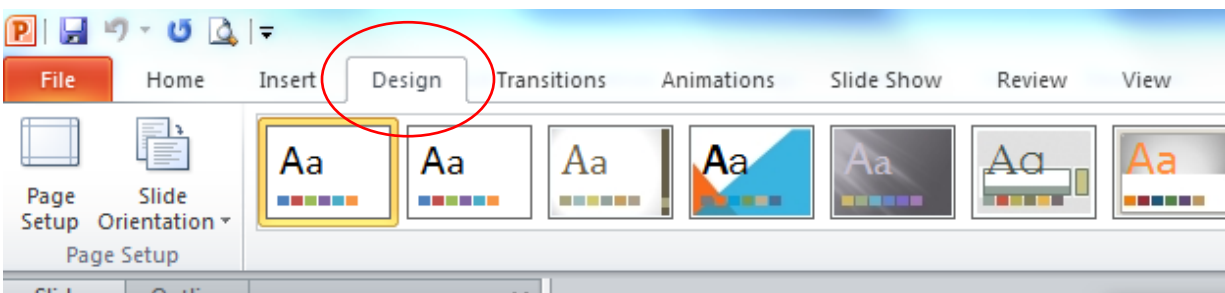
- **Software:** Microsoft PowerPoint™ version 2016
- **Screen resolution** 16:9 (you will find instructions at the end of the document on how to prepare your presentation in 16:9)
- **Fonts:** When you use PowerPoint™ always use the original power point included fonts
- **Mac/Macintosh:** If you use a Mac/Macintosh™, computer, save your presentation on a PC format. **Keynote Presentations** (Mac/Macintosh™ hardware) are not compatible and cannot be used! Please export your presentation and select pptx format in the advanced option dialog. Check your presentation on a Windows-operated computer.
- **Video Formats will be accepted:** WMV AVI, those must be integrated in your PowerPoint™ presentation. If your presentation contains videos, please go to the Preview Room about 2 hours before your presentation to ensure it is working correctly. To avoid any issue with movies and loops, presentations should be saved as a .pptx file.
- **Images:** Do not copy and paste the images from another application, please use the “insert image from a file” functionality from PowerPoint (format JPG or PNG).

The technical team will be available to help you in the Speaker Preview Room.

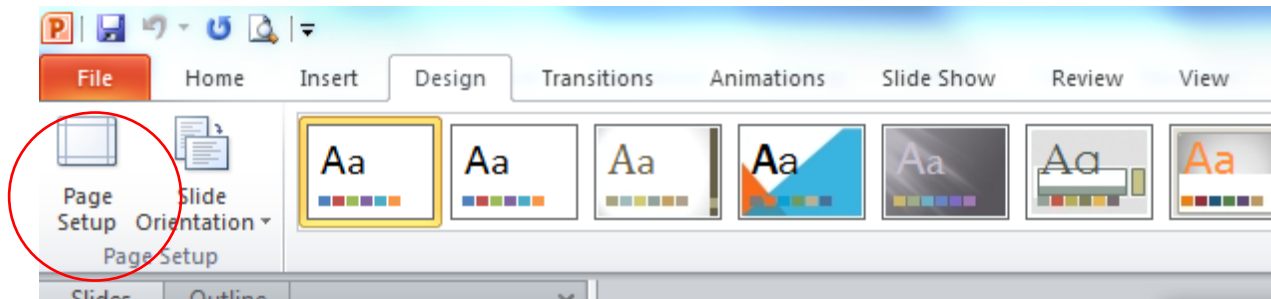
HOW TO PREPARE YOUR PRESENTATION IN A 16:9 FORMAT

Open PowerPoint™

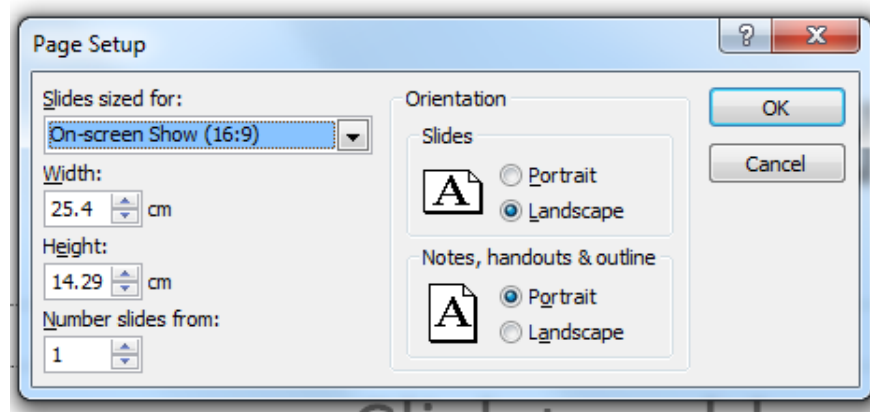
Go under Design



Then under page Setup:



Finally on “Slides sized for” select “On-screen Show (16:9)” on the drop down list, and ensure landscape is selected for the orientation.



CONFLICTS OF INTEREST & WAIVER

- It is the intent of ISQua to provide high-quality sessions focused on educational content that is free from commercial influence or bias. Thus, the lead speaker is requested to declare any potential conflicts of interest for all authors by emailing conference@isqua.org
- Please ensure there is no material within your presentation which could be seen as marketing a commercial product or Programme.
- The presentation must reflect the content of the abstract submitted.
- Submission constitutes your consent to publication of your session outline and any PowerPoint presentation. **Please inform us if you do not wish** your presentation to be posted on the ISQua web site, following the conference.