

Presenter instructions EPH Conference Ljubljana 2018

Oral presentations

In the programme, there are 38 oral sessions of 60 minutes. The oral presentations are **8 minutes, which may not be exceeded**. There are a maximum of 5 presentations in each oral session.

IMPORTANT: Your slides are needed by 12 November in order to create a full oral session.

Your slides:

- For 8 minutes of presentation, you can prepare around 8 (maximum 10) slides including the introduction and end slide.
- Please don't forget to take an extra copy of your presentation to Ljubljana (USB-stick and/or send it to your Gmail/your Hotmail address).
- Be sure that the PowerPoint slides have the same layout all way through.
- Observe that the content of each slide is not too detailed.
- The possibilities of animations are numerous. Please do not exaggerate.
- Graphs and figures are often better than tables at an oral presentation. Flow charts are very appropriate to describe material.
- If you wish to add films or other sorts of interactive materials, please include these in the presentation (do not access them through internet, as this may not work to your satisfaction) and inform the EPH Conference Office beforehand.

Technical information:

- An uploading system is used for all presentations for Ljubljana 2018.
- Please upload your file as a PowerPoint file, which must not exceed **15 Mb** in size.
- Your slides should have an aspect ratio of 16:9 (wide screen).
- Every room is equipped with a (digital) screen.
- If you have a small last minute change, you can use the laptop available in the room. Please make sure you are in your break out room as early as possible!
- Technical assistance is available. For the plenary room, technicians are permanently available. For the smaller rooms, there is approx. one technician per 4 rooms. Your room attendant can assist you as well. Bigger break out rooms (more than 60 people) have 1 extra hand held microphone.
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Workshop presentations

In the programme, there are 85 workshops. Workshops are either 60 or 90 minutes.

Workshop presentations can either be uploaded or sent to the organiser, whom can bring them on a USB-stick to the session. Please contact the organiser of the workshop to check whether you need to upload or send your presentation to the organizer and the maximum number of slides. If you choose to upload your presentation for a workshop, please follow the instructions for **oral presentations**.

IMPORTANT: Please make arrangements with your workshop organiser with regard to your presentation.

Pitch Presentations

In the programme, there are 37 pitch sessions, filled with a maximum of 8 presentations. Pitch presentations are oral presentations of 5 minutes, there will be 8 pitches of each 5 minutes in one pitch session and 20 minutes left for questions.

IMPORTANT: Your slides are needed by 12 November in order to create a full pitch session.

Your slides:

- For pitch presentations, the conference has a maximum of 5 slides (including introduction and end slides!). Please note that if you have more slides, the presentation will not be validated.
- Please don't forget to take an extra copy of your presentation to Ljubljana (USB-stick and/or send it to your Gmail/your Hotmail address).
- Be sure that the PowerPoint slides have the same layout all way through.
- Observe that the content of each slide is not too detailed.
- Avoid showing big tables ('busy slides') and then ask the audience just to concentrate on a small part of the table. Prepare the results specific for your presentation.
- Graphs and figures are often better than tables at an oral presentation. Flow charts are very appropriate to describe material.
- Films and other interactive material or animations are not possible.

Technical information:

- An uploading system is used for all presentations for Ljubljana 2018.
- Please upload your file as a PowerPoint file, which must not exceed **15 Mb** in size.
- Your slides should have an aspect ratio of 16:9 (wide screen).
- Every room is equipped with a (digital) screen.
- If you have a small last minute change, you can use the laptop available in the room. Please make sure you are in your break out room as early as possible!
- Technical assistance is available. For the plenary room, technicians are permanently available. For the smaller rooms, there is approx. one technician per 4 rooms. Your room attendant can assist you as well.
- Bigger break out rooms (more than 60 people) have 1 extra hand held microphone.

E-Poster presentations (poster walks and poster displays)

At the Ljubljana 2018 Conference posters will be displayed electronically on 55" TV LED screens. There will be moderated poster walks and poster displays. Poster walks (20 in total) are for posters selected through the abstract submission process and are presented during moderated poster walks in parallel sessions of 60 minutes. Display posters are grouped according to public health topic and displayed on TV screens without moderation. All posters are available for delegates to view at all times during the conference and are located in the allocated poster areas.

IMPORTANT: Your poster is needed by 12 November in order to create a full poster session.

Your poster:

Here are some tips on how to prepare your poster:

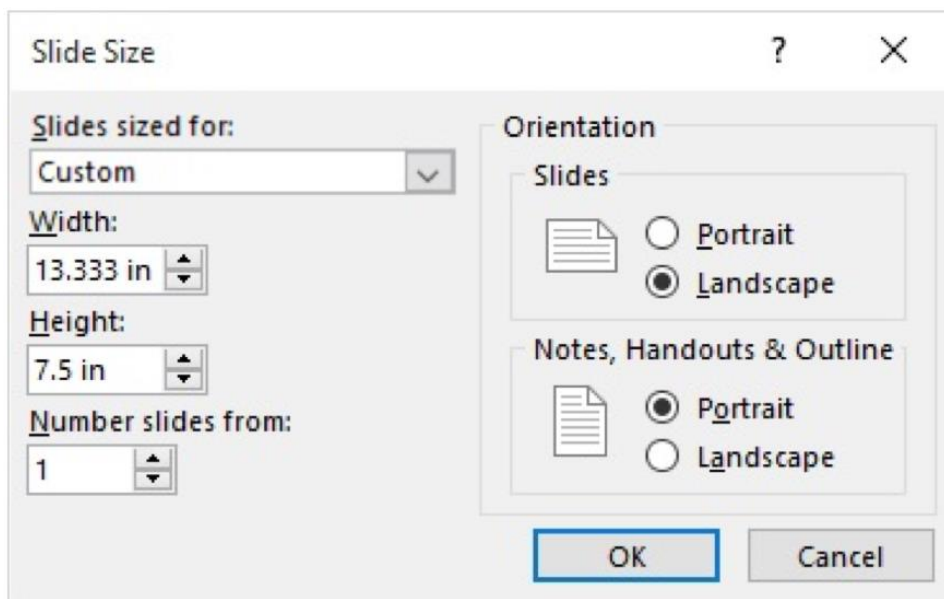
- Bring the conclusion up front in the poster and present it as ‘bullets’.
- Avoid long sentences, but try to make all your text messages in bullets.
- Avoid detailed tables, but try to illustrate your results in graphs and flow charts.
- Colours can be used to stress certain sections, but do not exaggerate.
- Films and other interactive material or animations are not possible.

Technical information:

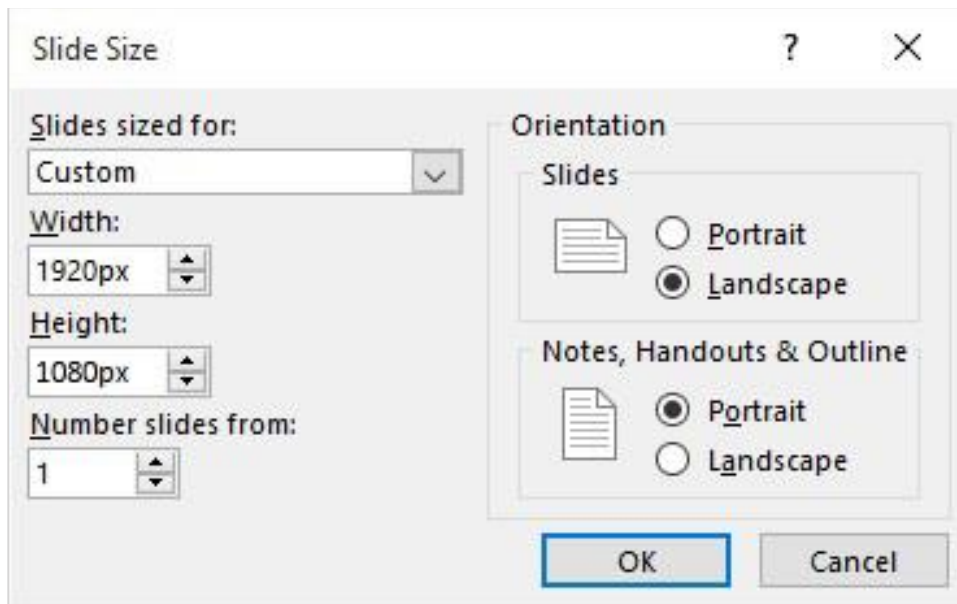
- An uploading system is used for all posters for Ljubljana 2018.
- Posters will be displayed on a 55” TV Led screen in **LANDSCAPE** (not portrait)
- Max Resolution should be 1920x1080 pixels or any other 16:9 aspect ratio.
- Please upload your poster as **PDF file** (not as PowerPoint file) with a maximum of **3MB**.
- In order to export your Powerpoint slide to a PDF that can be displayed on the High Definition Screens at the meeting, it must have a resolution of 1920 pixels x 1080 pixels.
Please do the following:
- Click Design in the normal PowerPoint menu, and then click the Slide Size button.



- When the button opens, you have 3 options:
 - Standard (4:3)
 - Widescreen (16:9)
 - Custom Slide Size
- Click on Custom Slide Size and you will see this options form:



- Enter 1920px on the Width field, and 1080px in the height field.



- If you cannot choose px then please choose Widescreen (16:9)
- Click OK to close.

FAQ:

Do I need to register if I am a presenter?

Yes, all presenters need to register and pay the registration fee.

Can I make changes to my abstract?

Between 5 June and 10 July you can make corrections. After 10 July corrections to the abstract are no longer possible.

When do I need to be in my session room?

Please come to your assigned session room 10 minutes in advance to fine-tune the session with the chairperson and other presenters.

When and where can I upload my slides/poster?

You are asked to upload your presentations following the instructions in this document by 12 November!

Can I change the presenting author of my abstract?

Yes, you can. Please send a mail to office@ephconference.eu with the name of the old presenter, the session, the abstract, and the name of the new presenter.

What is the size of a poster?

Please see the technical information of posters.

When do I need to be next to my poster?

If you are included in a poster walk, please check the programme booklet on where your poster session is organized and come to your poster session about 10 minutes before the start of the session to meet the chairpersons.

Please note that the deadline for changes in the Programme Book is 30 September.