

INSTRUCTIONS FOR PRESENTERS

INSTRUCTIONS FOR THE ORAL PRESENTATIONS

INSTRUCTIONS FOR SPEAKERS How to prepare the oral presentation

Dear Author & Speaker,

We are delighted to provide you with the guidelines for your upcoming oral presentation at the 52nd EDTNA/ERCA International Conference. The Scientific Board is dedicated to assist you in your preparation for this year's conference.

PRESENTATION TIMING:

Oral presentation = 5 minutes + 5 minutes for questions.

Please take a moment to review the following information, which outlines the on-site organization of the conference to ensure the smooth execution of your session. If you have any questions or concerns, please feel free to reach out to our Conference Department at scientificprogramme@edtnerca.org.

The **Best Oral Presentation** will be available for conference participants via the Conference App for mobile phones. The award for the Best Oral Presentation, chosen by the conference delegates, will be presented during the Closing Ceremony.

CONFIDENTIALITY / AUTHORIZATION FOR THE USE OF POWERPOINT PRESENTATION

We would like to inform the authors that their consent will be requested to allow EDTNA/ERCA to upload the PowerPoint presentations (in PDF) to the Association's website www.edtnerca.org after the conference. If you do not wish to give such authorization, your file will be automatically deleted from our system at the end of the conference.

PRESENTATION REQUIREMENTS

- Please bring your presentation files on one of the following storage media:
 - USB "flash drive"
 - External drive
- Save all files related to your presentation in a single folder (e.g., PowerPoint, video files) to ensure easy access and organization.
- If you are delivering multiple presentations, save each one in a separate folder with a clear and distinctive name to prevent any confusion when uploading them to our system.
- **It is advisable to create a backup of your presentation on another storage device or portable drive.**
- **The maximum file size allowed is 200 MB.**
- **Supported file formats: PPTX, PDF and MP4**

INSTRUCTIONS FOR THE E-POSTER PRESENTATIONS

INSTRUCTIONS FOR E-POSTER PRESENTERS

How to prepare the e-poster

Dear Author & e-Poster presenter,

We are pleased to provide you with the guidelines for your e-poster presentation at the 52nd EDTNA/ERCA International Conference. The Scientific Board is committed to support you in preparing for this event.

PRESENTATION TIMING:

E-poster presentation = 5 minutes + 5 minutes for questions

(It is possible to have the e-poster only on display during the conference)

E-POSTER DISPLAY

Your e-Poster will be showcased on interactive screens throughout the conference.

You do not need to prepare slides for your presentation. Instead, your e-Poster will be displayed, and providing commentary on it will be sufficient.

Please take a moment to review the following information, which outlines the on-site organization of the conference to ensure the smooth running of your e-Poster session and also more detailed information on how to upload your e-Poster to the platform,

All accepted e-Posters must be submitted **via the Conference Platform** before the conference.

- The maximum size of the presentation file is **200 MB**
- Supported file types: **PPTX, PDF**

All posters submitted within the deadline for e-Poster submission will be evaluated for the e-Poster Award and the **Best e-Poster Award** will be announced during the Opening Ceremony.

If you have any questions or concerns, please don't hesitate to contact our Conference Department at scientificprogramme@edtnerca.org.

CONFIDENTIALITY / AUTHORIZATION FOR THE USE OF E-POSTER PRESENTATION

Please be informed that we will request your consent to upload the e-Poster presentations (in PDF format) to the Association's website www.edtnerca.org after the conference. If you choose not to provide such authorization, your file will be automatically deleted from our system at the conclusion of the conference.

E-POSTER CONTENT

Each e-Poster should include the following elements:

- A concise descriptive title (avoid using abbreviations)
- Full names of contributing authors

- Affiliation details (hospital/unit/institution)
- Introduction, study purpose, methods, results, discussion, conclusion
- Make sure you:
 - Make sure you emphasize the conclusion as the most crucial part of your poster, making the message clear and straightforward while highlighting practical implications.
 - Utilize diagrams, graphs, bar charts, scattergrams, pie charts, and photographs to enhance your digital poster. Keep statements concise and avoid lengthy explanations.

Commercial advertising or industry promotions are not permitted on e-Poster presentations. Posters prominently displaying company logos or trade names will be excluded from the poster scholarship and may be removed or have the company name covered.

We appreciate your cooperation and look forward to your engaging presentations at the EDTNA/ERCA International 2024 Conference.