

INSTRUCTIONS FOR PRESENTERS

INSTRUCTIONS FOR THE ORAL PRESENTATIONS

INSTRUCTIONS FOR SPEAKERS

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@edtnaerca.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.edtnaerca.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**

- Please note that all information and images you use in your presentation should be cited. EDTNA/ERCA assumes no responsibility for the accuracy of citations.
- The exact graphic design to be used for the presentation is not specified. The choice is yours.

HOW TO SUBMIT THE PRESENTATION

- **Online before the conference**
 - Presentations can be uploaded before the conference to the Conference Platform.
 - A link to save the presentation will be provided in August.
 - Login with your email address. Go to the page *Upload my presentation*.
 - Upload the file.
- **On-site at the Speaker's Ready Room**
 - Please come to the Speaker's Ready Room (MC 3.3) at least 1 hour before your session's start time. Our technical support team will assist you in uploading your presentation to the system, conducting a test, and ensuring proper display.
 - Please note that due to technical reasons, uploading your presentation directly in the hall during the break before your session is not possible.

INSTRUCTIONS FOR THE E-POSTER PRESENTATIONS

INSTRUCTIONS FOR E-POSTER PRESENTERS

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.

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@edtnaerca.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.edtnaerca.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.

HOW TO SUBMIT THE E-POSTER

- The acceptance of abstracts will be launched on the conference website via the platform from xxx.
- To log in to the virtual platform, click [here](#).
 - In the top right corner, select *User Login*.

- Log in using your email and password. The first time you log in, you will be asked to enter the password that was sent to the email address you used to register – you can change your password later in your personal profile.
- Submit your e-Poster to *upload my poster*.
- For more information please see the Instructions for e-Poster presenters above.

We appreciate your cooperation and look forward to your engaging presentations at the EDTNA/ERCA 2023 Conference.