EDTNA/ERCA
Caring Together

53rd EDTNA/ERCA International Conference

Addressing Inequities in Kidney Care for a Healthier Future

Porto, Portugal
Alfândega Congress Centre
October 11–14, 2025

www.edtnaerca.org

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INSTRUCTIONS FOR SPEAKERS

CONTENT

ORAL PRESENTATIONS

- All meeting halls are equipped with standard PowerPoint presentation facilities.

- All presentations will be networked to the appropriate hall from "Speaker Ready Room". There will be a master computer with the technician in each meeting room to ensure a smooth transition between speakers. **Speakers will not be permitted to use a memory stick, CD, or own laptop in the meeting hall.**

- The speaker is entirely responsible for the presentation content (order, the loading, graphics...etc.)

- The official language of the conference is English. **All presentations and questions must be delivered in ENGLISH.**

HOW TO CREATE PRESENTATIONS

Instructions for PowerPoint

- Please save your presentation as **PowerPoint Presentation 97-2007, 2010 or higher** (*.pptx) so that we can guarantee that we can open it on our computers.

- The screens in the halls **will be prepared for a 16:9 presentation format**; the traditional 4:3 presentation form will be also accepted, and you can use it. However, such a presentation may not look good on larger screens.

- If you are creating your presentation on Apple's "**Macintosh**" computer, please come to the **SPEAKER READY ROOM** 90 minutes before your lecture begins to resolve any potential compatibility issues.

HOW TO CREATE PRESENTATIONS

Images / Videos

- JPG is the most frequently used format for inserting images into a presentation.

- GIF, TIF and BMP are also acceptable.

- To display images of good quality during the presentation, a resolution of up to **250 dpi** is sufficient. Higher image resolution only increases the file size and does not make the image look sharper on the screen. Please compress the images in your presentation to the recommended resolution.

- If **your presentation contains a video**, please come to the SPEAKER READY ROOM earlier so that we can test whether your video format is compatible with our software and whether the video has been inserted correctly.

Fonts

- Only fonts that are part of the basic Microsoft Windows installation will be available. Other fonts may not display correctly and can corrupt your presentation.

- Recommended fonts Arial, Times New Roman, Tahoma, Calibri.
  If you insist on using special fonts, you have to save these fonts together with your presentation. Follow these steps:

  - Click on "tools" then "options" then "save" and check the box "Embed True Type fonts"

  - Save the presentation

PRESENTATION REQUIREMENTS

Presentation requirements

- Please bring your files on one of the listed media:

  - USB "flash drive"

  - External drive

- Save all lecture-related files in the same folder (PowerPoint, movie/video files, etc.)

- If you are giving more than one lecture, save each presentation in a separate folder and name it accordingly to avoid any confusion when saving it to our system.

- Always **make a backup of your presentation** on another media or a portable drive.

- The file size limit is **200 MB**.

HOW TO SUBMIT A PRESENTATION

On-site at the Speaker Ready Room

- Please come to the **SPEAKER READY ROOM at least 1 hour before the start of your session**. In this room, the technical support will upload your presentation to the system, test the presentation and check that it displays correctly.

- Please note that due to technical reasons, uploading your presentation directly in the hall during the break before your session is not possible.

Online before the conference

- Presentations can be uploaded before the conference to the Conference Platform.

- A link to upload your presentation will be available on this website approximately one month before the conference.

- Login with your email address. Go to the page Upload my presentation.

- Upload the file.

IN THE MEETING ROOM

- Speakers should be in **the meeting hall 15 minutes before the beginning of their session** and meet with the chairperson.

- During your lecture, you can control your presentation using a wireless presenter (or keyboard/mouse), which the technical support will provide to you during the break. Please leave the laser pointer on the lectern when you leave.

- Please follow strictly the instructions of the chairperson, especially with regards to the time allocated to your presentation: please do not go over the time limit. You will be asked to stop speaking if you go over the allocated time. Remember to speak directly into the microphone at a suitable speed for participants.

- Time for questions and discussion will be allowed after your presentation. You only have time to present the key findings of your work. Please concentrate on the implications for practice.

AWARDS FOR THIS YEAR'S CONFERENCE

- **The Best Abstract Award** (1st-3rd place) - NEW

- **The Best Abstract Award for Young 1st Author** (Aged 25–40 years) - NEW

- **The Best Abstract Award for Students** – NEW

- The winners of the **Best Abstract Award, the Best Abstract Award for Young 1st Author and the Best Abstract Award for Students** will be chosen by the Scientific Committee members, and the awards will be presented during the **Opening Ceremony**.

- The **Best Oral Presentation rating** will be available for Conference participants via the Conference App for mobile phones.

- The award for the Best Oral Presentation chosen by Conference Delegates will be presented during the **Closing Ceremony**.

- The prize consists of 250 EUR.

SPEAKER READY ROOM OPENING HOURS

Saturday, October 11, 2025   13:00–19:30

Sunday, October 12, 2025   08:00–18:00

Monday, October 13, 2025   08:00–17:30

Tuesday, October 14, 2025   08:00–13:00

*with the conference date approaching, opening times of the ready room can change slightly

Thank you for your cooperation and if you have any further questions, please, contact us at **scientificprogramme@edtnaerca.org**

We look forward to seeing you in Porto.