INSTRUCTIONS FOR PRESENTERS:
INVITED SPEAKERS AND DISCUSSANTS

MAP organisers look forward to seeing your presentation and thanks you in advance for your cooperation in following these guidelines.

ONSITE ATTENDANCE

As Invited Speaker or Discussant, your presence is requested **onsite** in London. MAP organisers will take care of your registration and will have to collect your badge at the *Invited Speaker* desk onsite.

PREPARATION OF YOUR PRESENTATION

- Your presentation must be prepared in Microsoft-PowerPoint(*pptx), in 16:9 format, landscape orientation. Mac KeyNote presentations cannot be accommodated.
- We strongly recommend the use of the official slide template. Should you choose your own, kindly note that Speaker presentations must not include any commercial promotion such as the use of sponsor slide templates, logos, branding or colours, or any identifiable slide templates from other medical conferences.
- You are strongly encouraged to concentrate only on the educational/scientific content of your presentation, and avoid any message, statement or photograph of a political and/or religious nature. Should you include the latter, MAP organisers the right to exclude your presentation slides/webcast from the post-Congress resources.
- Due to current scrutiny regarding financial transparency, **IT IS STRICTLY MANDATORY that you include a disclosure slide at the start of the presentation**, even if only to confirm that you have no conflicts of interest to declare.
- It is required that your presentation strictly adheres to the given presentation talk time, as stated in the online programme.
- Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older version, as they cannot be embedded into the presentation.
- Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure that you use high-contrast colours for the best definition of your text.
- Visual material supports your lecture and not be the transcription of it.
- To avoid any compatibility problems, please do not use special characters (i.e., ", Ö, Ø, ñ, ®, ý,}, {etc) and please do not use spaces to name your presentation or movie files.
- QR (Quick Response), AR (Augmented Reality) and text key codes are allowed. However, although MAP organisers accept that these may go to a commercial/branded website, we suggest avoiding links to websites containing blatant product advertising. If you intend adding a QR, AR or a text key code to your PPT, please add the following disclaimer notice: "*Copies of this presentation obtained through QR, AR and/or text key codes are for personal use only and may not be reproduced without written permission of the authors*".

UPLOAD OF YOUR PRESENTATION

Pre-Congress upload:

We encourage you to upload the slides which will accompany your presentation by **Monday, 14 October 2024** at the latest. Should you subsequently need to make changes, this will be possible onsite. In this case, you are requested to check-in your final presentation on your USB-removable drive at the Speaker Centre, located in **Greenwich Park Suite** (2nd floor) of the Congress venue. If your session starts at 09:00 in the morning, please do so by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the ESMO Scientific Programmes Department before the Congress.

Instructions for the upload of the slides will be sent to you by our supplier CTI Meeting Technology in due time. In case of any technical problems during the upload, please contact map@support.ctimeetingtech.com

Onsite presentation check:

Should you wish to check the uploaded file onsite, computers will be available at the Speaker Centre. Final checks must be completed **no later than 2 hours before the start of the session** during which you will give the presentation.

- Once the presentation has been checked, the Congress technical staff will be responsible for delivering it to the auditorium in time for your presentation.
- All session rooms are equipped with computers, beamers, microphones, laser pointers and lecterns.
- Presentations cannot be uploaded directly on laptops in the session rooms.

PRESENTATION PROPERTY

All material used in your presentation will remain your property; however, you are required to allow your slides to be, on the ESMO and OncologyPRO websites, and on MAP organisers approved third-party websites* (possibly with MAP organisers validated translation).

*Your webcast presentation may be made available as part of an educational package of MAP 2024 material sponsored by pharmaceutical companies for their own distribution post-event.

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