



INSTRUCTIONS FOR PRESENTERS: PROFFERED PAPER AND MINI ORAL SESSIONS

MAP organisers look forward to seeing your presentation and thank you in advance for your co-operation in following these guidelines.

ONSITE ATTENDANCE

As presenting author, **your presence is requested onsite in London** and therefore, you are required to register for the Congress, here. The early registration fee will be applied automatically if you register by the late registration deadline (**25 September 2024**). Should you encounter any issues, please contact our *Registration Services Unit* at registration@esmo.org.

PREPARATION OF YOUR PRESENTATION

- 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 reserve 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. Based on the presentation outcome you received, please include in your PowerPoint:
 - **PROFFERED PAPER:** recommended max 12 slides (for 10 mins presentation)
 - **MINI ORAL:** recommended max 6 slides (for 5 mins presentation)

As a general rule, you should not present more than 1 slide per minute.

- 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 should 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

You are kindly requested to send at least a **DRAFT** presentation to programme@esmo.org by **Friday, 27 September 2024, 12:00 CEST** in order to allow enough time to the Discussant to prepare himself/herself.

CTI will contact you by end-September and provide you with the link to upload your slides on the presentation management system. Slides can be uploaded to the MAP 2024 system prior to your departure. In case of any technical problems during the upload, please contact map@support.ctimeetingtech.com

Changes to slides (or replacements) can be implemented onsite no later than 2 hours before the start of the session during which you will give the presentation. In this case, you are requested to check-in your final presentation on your USB-removable drive at the Speaker Centre, located in the **Greenwich Park Suite** (2nd floor). If your session starts early in the morning, please check-in your presentation by 16:00 the preceding day. If for any reason you are unable to meet this schedule, please inform the Secretariat before the Congress.

Computers will be available at the Speaker Centre for a final check of your presentation before upload. Once the presentation has been checked, the Congress technical staff will be responsible for delivering it to the auditorium in time for your presentation.

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.

ASSISTANCE

In case of any technical problems during the upload, please contact map@support.ctimeetingtech.com