



Presentation Guidelines

Everybody needs to start his or her presentation with disclosure slide(s), addressing all actual, potential or possible conflict of interests.

A) Case Reports Presentation (CP) and Nurses Oral Presentation (OP) Guidelines

The quality of the meeting is extremely dependent on how you present your work.

The ESPU Scientific Committee would like to remind you of a few key points:

- Keep your introduction short.
- Do not exceed the time limits:
 - **Case Report Presentation (CP) – Doctors meeting:** 2 minutes for your presentation and 2 minutes for the discussion.
 - **Oral (O) – Nurses meeting:** 6 minutes for your presentation and 4 minutes for the discussion.
- When you exceed this time limit you will be interrupted and asked to finish.
- Please note that only PowerPoint presentations are possible (there will be no slide projectors available).
- Do not use too many slides (max. 10 slides = 2 slides per minute)!
- Hand in your presentation at least 2 hours prior to the session at the Speakers' Service Centre.
- Familiarize yourself with the available equipment before your presentation starts!
- As in the previous years we will be very strict with the time of presentations (5 min for oral). Since we consider time for discussion as essential, you will be asked to conclude when your time is out.
- Abstracts will be presented in groups of 4–7, and then the discussion takes place with all the presenters at the podium.

General Instructions Equipment Supplied

- Computer with PowerPoint for computerized slide presentation; no more than 10 slides are allowed.
- Laser pointer.
- Cordless tie microphone.

There will be no ordinary slide projectors just computerized slide presentation!

Instructions

Date, time and place are listed on the enclosed letter. Please be present in the room 15 minutes prior to the start of the session. An abstract presenting author must attend the whole session in which he/she is scheduled.