



NeuroGASTRO 2017, 24-26 August 2017 || Cork, Ireland

Guidelines for oral presentations

Session Rooms

Some of the sessions will be held in large halls. Please consider this when preparing your PowerPoint presentation and use a design / size of the text and images that is readily appreciated.

Presentation Technology

Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentations. Therefore, please bring your PowerPoint on a CD ROM or USB stick (no multisession; IBM PC format or compatible) no later than 90 minutes prior to your presentation to the Media Centre located in Boole Lecture Theatre in room Boole 5. Presentations from a personal notebook/laptop are not possible. It will not be possible to use traditional slides in trays or magazines.

Guidelines for the Production of Projection Material

Projection material should be regarded as a supplement to the spoken word. You should therefore not use more than 1 or 2 slides per minute. For optimal comprehension of each slide, keep the information short and clear.

We recommend you to use no more than 7 lines of text with 5 or 6 words per line and to sparingly use bold and italic styles. It is also recommended to insert spaces to clearly separate sections and when using bullets, please choose dashes, stars or dots. When presenting figures, tracings, tables, or other illustrations, one or two clear graphical events per slide is recommended to ensure that they can be appreciated from a distance. In your presentation, leave appropriate time for discussion and questions from the participants.

The format for presentations is 16:9.

Media Centre

- Please come to the Media Centre the day before or at least 90 minutes prior to your lecture.
- Highly experienced technicians will capture your PowerPoint presentation and store it on the central congress server.
- At the Media Centre you can check and rehearse your PowerPoint presentation.



Neuro GASTRO 2017

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24 – 26 August 2017 Cork, Ireland // University College Cork (UCC)

In the lecture room

- Your PowerPoint presentation will be made available in your lecture room via a computer network.
- There will be no possibility to connect your personal notebook in the lecture room.
- Your presentation will be made available on the notebook by a technician.
- From the lectern you will be able to remote control your PowerPoint presentation.
- There will be NO Presenter / Speaker View, which includes speaker notes. (Only the full-screen slide show will be projected to the notebook as well as to the screen.)
- A laser-pointer will be available.
- Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- No changes in your presentation can be made in the lecture room. Changes can only be made in the Media Centre.

Conflict of Interest

Please note that all speakers are expected to disclose any conflicts of interest on a PowerPoint slide to be shown at the beginning of the presentation.

Contact

For any questions, please contact [neurogastro2017\[at\]cpo-hanser.de](mailto:neurogastro2017[at]cpo-hanser.de).