

GUIDELINES FOR ORAL PRESENTATIONS

Please pay careful attention to these guidelines which are intended to assist you by providing all instructions you may need.

Please inform the EANM Office immediately of any changes in title, presenter or mailing address. Allow ample time between your arrival and the time of presentation. The programme is tightly scheduled and it is impossible to delay presentation of any scientific paper.

Upon arrival at the congress centre, please check whether any changes in date, time or hall of your presentation have possibly occurred.

REPORT

All presentations have to be held in English. Do not cover too many details. Apportion your message appropriately. Discuss only the major points of your work, supported by the conclusions drawn from your data. Remember that you have to communicate with the audience in a limited time. A rushed presentation is of no use to the audience and your reputation. If you exceed the allotted time, the session chairperson will be forced to terminate your presentation.

PRESENTATION

Identify yourself to the session chairperson 10 minutes before the session. Follow the instructions of the chairperson strictly, especially regarding the time allotted for your talk. Speak directly into the microphone in a normal voice and do not handle the microphone.

POWERPOINT PRESENTATIONS

Any laptop/computer presentations have to be installed on the server of the Congress Centre and will be "transferred" to the respective room of the presentation. NO private computers will be allowed to be used for the sessions. Preview of the presentation is possible in the Speaker Preview Room.

PREPARATION OF YOUR PRESENTATION

- Keep data on each PowerPoint slide simple (better divide it into several slides than to crowd one).
- Use large, legible letters.
- Keep pictures of radiographs light (dark slides project poorly in a large auditorium).
- Color is attractive on data slides but use light colors only.
- White letters on black background are better than black on white.
- **Patient confidentiality must be protected. Names of patients must not show up in slides/pictures.**
- **Avoid commercial reference. Advertising of products is prohibited.**
- The preferred format is 16:9. You can download the offered *.pptx template, but it is not mandatory to use it.
- In case you bring your *.ppt / *.pptx presentation on a CD-Rom and/or a USB stick please ensure that all data is on the CD-Rom (e.g. embedded video files, extra fonts, special graphs / drawings / pictures).
- Presentations in Prezi are not recommended.

SPEAKER PREVIEW ROOM

The general organisation of the Speaker Preview Room for transferring, changing and previewing of your presentation is done with special staff in the Speaker Preview Room. Presentations pertaining to a lecture have to be deposited by the presenter in the Speaker Preview Room at least **1 hour before** commencement of the session. The speaker has to load the presentation onto the server since all files are transferred to the relevant lecture hall via the internal network. Only trained personnel will handle your presentation.