

## **Presentations**

ICC2022, as a hybrid meeting, has two challenges: 1) differences in time zones and 2) internet line speed. To do this, the Local Organizing Committee decided:

- onsite oral presentations (physical) will be recorded and they will be posted on a website soon afterwards;
- online oral presentations (virtual) must be prerecorded and will be projected onsite;
- poster presentations will be included as “5-minute short talks”.

Remote presenters must upload their recorded presentations to the conference website no later than July 15, 2022.

Remote presenters should stay in the virtual room during their presentation for answering to questions. If the time zone prevents the presence, questions may be emailed to the presenter.

The oral presentations are limited to 15-minutes (unless otherwise determined by the session conveners) and should be identified with a code number which indicates the corresponding session and position in the program.

We will use ZOOM client. You can connect the ZOOM Meeting by their software or by your web browser

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## **INSTRUCTIONS & TIPS FOR ORAL PRESENTATIONS**

### **Prepare your oral presentation**

PowerPoint Instructions – We recommend you save your PowerPoint presentation using PPT format instead of PPS.

**Pictures** – JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.

**TIP:** Images inserted into PowerPoint are embedded into the presentations.

**Images** that are created at a dpi setting **higher than 200 dpi are useless** and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessarily large images.

**Videos** – If your presentation embeds a video, please test it with the on-site PCO several hours before your presentation. Videos that require additional reading or projection equipment will be not accepted.

**TIP:** Generally, the MP4 format should work with no difficulties.

Please send us (secretariat@17icc.org) via google drive, wetransfer or similar platform.

**Fonts** – Only fonts that are included in the basic installation of MS-Windows will be available. Use of other fonts not included in Windows can cause wrong layout/style of your presentation. We suggest the following fonts: Arial, Times New Roman, Tahoma. If you need to use different fonts, these must be embedded into your presentation by choosing the right option when saving your presentation (File menu >> Save As >> Tools menu >> Embed True Type Fonts).

**Submit your presentation – Upload to this link.**

**Onsite participants** should register their presentation on a USB flash disk and come to the Information Desk at least 2 hours before the session. When your session has ended, your presentation will be deleted from the computer. No copies will be made.

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**Online participants** must upload their recorded presentations to the conference website no later than July 19, 2022.

## **INSTRUCTIONS FOR POSTER PRESENTATIONS**

**There will be a hybrid session.** Remote poster presentations will be included in the oral session as a “short talk” – 5 minutes long. At the end of each presentation, there will be time (2 minutes) for questions. Rules are the same as for oral sessions. On site poster presenter will be present at their poster during a dedicated time.

Prepare your poster in PPT and your 5-minute short -talk in PPT. If you can, test it on different machines. It is advisable to have a page with a whole poster and the short talk as 5 slides: Introduction, Procedures, Results, Interpretation, Conclusions. You can also prepare your presentation as PDF.

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### **Tips for Preparing Posters**

Accuracy, efficiency, and ease of communication should be the main criteria in designing a poster. Join these criteria together with aesthetic appeal and attention grabbers to capture readers’ attention.

There are a few rules for preparing posters. The following suggestions will help to produce a poster that people will read and possibly remember:

- Use graphs instead of tables, tables instead of lists, lists instead of text. Posters full of text is not attractive.
- Be creative. A good large color photograph frequently adds greatly to a poster.
- It is advisable to clearly separate the poster parts: Introduction, Procedures, Results, Interpretation, Conclusions.
- Minimize abbreviations because it is difficult to remember three or more abbreviations (other than standard ones) when reading a poster.