The European Society for Vascular Surgery
ESVS 31st Annual Meeting
19-22 September 2017
Lyon, France

esvs
Lyon
2017

FAST-TRACK PRESENTATION GUIDELINES

Thank you for agreeing to present your abstract at the 31st ESVS Annual Meeting, taking place in Lyon, France, on 19-22 September 2017. Please take a moment to read the below oral communication guidelines.

You will be notified by email of any changes to this information.

1.   Important dates

- Deadline for confirming your presentation by sending back signed Volunteer Agreement Form   *Friday, 15 June 2017*

- Early Bird Registration Deadline   *Thursday, 1 June 2017*

- Registration deadline for abstract presenters   *Saturday, 1 July 2017*

- Submission of PowerPoint presentation   *Friday, 12 September 2017, 23.59 CET*

2.   Fast-Track Presentation Session Information

Time of Speech: You have been selected to present a short oral presentation in a Fast-Track Presentation Session, on Tuesday 19 September 2017. **Each speaker will have 4 minutes for presentation + 2 minutes for answering questions from the Jury.** Please keep your presentation to the allocated timing.

Presentation Order: The order of presentation will be communicated <u>one month</u> prior to the Annual Meeting. **Please make the necessary arrangements to be at the Lyon Congress Centre 30 min prior to the start of the Fast-Track Presentations Sessions**, taking place on Tuesday, 19 September as from 13:00. There are two reasons why you must participate in the entire session in which your own presentation takes place: the order of presentations may be changed on short notice, and an audience is necessary making it important that the presenters and their supervisors listen to the others.

Session Jury: Each session will be led by five Jury members. They are responsible for controlling the time of speech and facilitating questions. In addition, they will score each of the fast-track presentations in their session. **The top-scored presentations will be invited to present an extended version** of their presentation in one of the plenary scientific sessions of the Annual Meeting, on Thursday or Friday. Therefore, all presenters are asked to prepare:

- SHORT ORAL PRESENTATION: 4 min + 2 min Q&A
- LONG ORAL PRESENTATION: 8 min + 4 min Q&A

Presenting authors will be contacted by the Annual Meeting Staff per email and per phone before lunch Wednesday 20 September regarding the acceptance of their abstract for extended presentation and session details.

3.   PowerPoint Presentation

Submission to Annual Meeting Secretariat

ANY QUESTIONS?   Please contact esvs_lyon2017@mci-group.com

Please remember the deadline to submit the PowerPoint for your short oral presentation is **Tuesday, 12 September 2017**. All oral presenters are expected to produce a PowerPoint presentation, preferably using the ESVS Annual Meeting template available shortly on the website. We ask that you provide your presentation as early as possible and no later than the above mentioned deadline. There will be 160 short oral presentations on Tuesday afternoon, explaining why it is not feasible to submit the presentation at the Speaker's Ready Room.

Back-up copy
As a precaution, please bring a copy of your PowerPoint presentation on a USB memory stick.

PowerPoint presentation guidelines

General
- Keep your message clear and brief.
- Use the provided ESVS annual Meeting PPT template

Text
- Use dark primary colours for text.
- Lettering to be at least 0,7 cm in height (minimum font size = 14).
- Use a sans serif typeface – it will be easier to read (e.g. Arial, Verdana).
- Use upper and lower case text (avoid ALL CAPITALS – it is very difficult to read).

Graphics
- If your original graphs and graphics are too detailed or condensed they should be converted to a more clear and simple format.
- Limit the use of clip art.
- Be careful with screen shots – when viewed on full-screen they will look different.

Layout
- No more than six (6) to eight (8) words per line.
- Ideally a maximum of six (6) lines per slide.
- Try to keep all text horizontal, even with charts.

Effects
- Use the 'text-build' feature to stop the audience reading ahead of you.
- Do not include audio sounds such as bells, whistles, zooming sounds etc.
- Any movies (AVI or MPEG files) should be embedded in the presentation

Presentation timings
- Session chairs/ moderators will interrupt oral presenters who go over their agreed time more than a few seconds. If this happens they are instructed to downgrade the presentation making acceptance to the plenary session very unlikely.

Policy of non-commercial content for all presentations
Presentations should deliver scientific information only

Each speaker is required to make a disclosure statement about her or his financial relationships and non-financial relationships or lack thereof to the course content presented. Every speaker must make a verbal statement and provide the statement in a written format either on the first slide, on your poster board, or in a handout. In the short 4-minute presentation this needs to be very short, but if there are important disclosures to reveal this needs to be extended in the prepared 8-minute presentation.

ANY QUESTIONS?   Please contact esvs_lyon2017@mci-group.com

Placing or distributing advertising, informational literature, samples, etc., in session rooms, meeting rooms, corridors or other adjacent areas is not permitted except by accredited sponsors, partners and exhibitors.

4. Technical requirements

Only PowerPoint presentations in format 16:9 are accepted. Please note that only single projection will be available. Please do not include live links to the internet. If you wish to show web pages use screen shots within your PowerPoint presentation.

If your PowerPoint presentation contains audio, video or unusual files, **please inform the ESVS Meeting Secretariat (esvs_lyon2017@mci-group.com) in advance** to ensure the necessary technical arrangements can be made.

5. Substitutions

Speaker substitutions are generally not allowed, unless there is a *force majeure*. If for some reason you need to cancel your presentation, please let us know as soon as possible and ensure that you provide a recommendation for a replacement. The ESVS programme committee will provide the final approval regarding any replacements.

6. Session rooms

Room set-up and audio-visual equipment
Room set-up at the annual meeting venue is theatre/classroom style. All rooms are equipped with a lectern, microphone, projector, screen and computer with PowerPoint (Windows Operating System).

You will not be able to use your own laptop computer during the sessions for your presentation. The standard equipment includes a computer with your pre-loaded presentation which will be managed by the room technician, a preview screen in front of the lectern and a wireless remote control to advance, reverse and highlight the PowerPoint slides. There will be staff assigned to each session room to manage the audio-visual equipment.

7. Handouts

Oral presenters have the option of providing handouts to accompany their presentation. If you would like to provide handouts, please bring copies (in A4 format only) and give them to the organizers at least 30 minutes prior to your session. The organisers are not responsible for the printing/copying of your handouts, and any material which is not clearly and directly linked to your presentation will be removed.

8. Annual meeting venue

When you arrive at the venue, please pass by the Registration Desk to collect your badge and other congress material. The Speaker Ready Room is at your disposal should you wish to check/ modify your presentation or simply prepare for your session.

9. Onsite checklist

1. Bring your USB memory stick with your presentation
2. Bring your oral presenter notes
3. Collect your annual meeting pass from the registration area
4. Be at your session room at least **30 minutes** before the start of your session
5. Please check the order of presentations displayed by the door, since that may have changed

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