ITOC7

OCTOBER 2 - 3, 2020

HOW TO PREPARE YOUR E-POSTER

iTOC7 CONFERENCE
www.itoc-conference.eu
7TH IMMUNOTHERAPY OF CANCER CONFERENCE

Technical guidelines for preparing and uploading your presentation

e-Poster presentations

e-Poster presentations can be viewed by participants "on-demand", which means that individual presentations do not have dedicated times at which they can be viewed – they can be viewed at any time. Authors of e-Poster presentations can be contacted via a messaging system on the conference platform as of October 2, 2020.

We allow audio files to be added to your e-Poster presentation as long as the maximum size of the file to be uploaded does not exceed 500MB. In case you do not wish to add an audio file, you are requested to prepare your presentation adding a display time (f.e. 15 seconds) to each slide so that the presentation moves on smoothly.

- Your e-Poster needs to be **prepared as a power point file that includes both your presentation slides and the audio within the same document and then to be exported as an mp4 file**, or – if necessary – recorded live through the Presentation Platform for which we will provide you with an individual account information upon request.
- Format: presentation files will be accepted as Rehearsed Video Export of your Powerpoint presentation, or Live Recording through the platform. Macintosh presentations (i.e. Keynote) or pdf cannot be accommodated. (more information below in the reminder on how to prepare your presentation). **The number of slides within your presentation is not limited but the file must not exceed 500 MB**.
- Please contact us at technicalsupport@itoc-conference.eu if you have any questions.
- Your presentation needs to be uploaded to the presentation platform after receiving the invitation by email.
- The official conference language is English. Therefore, all presentations are to be held in English.
- Versions: Your presentation must be prepared in MS PowerPoint 2010, 2013, 2016 or 2019.
- The size of your presentation should not exceed 500 MB.
- Audio and movies: Make sure that all of your audios and videos are embedded into the power point file.
- Videos and animations are supported but will be automatically started with the slide.
- Fonts: Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file or choose to embed them when saving.
- File name: The name of the presentation file should include the presenter's name. In addition, it should have a maximum of 40 characters. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation.
- Do not use any passwords, encryption or protection for your presentation.
- Please note that macros must not be used and flash-animations are not supported.
- Aspect ratio of your presentation should be 16:9 landscape (mandatory).

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- If desired, you can add your picture/video to the presentation on the best possible position depending on your slides.

How to add audio to your slides

To pre-record your presentation use the built-in feature called "Record Presentation" in Powerpoint to be found inside the Slideshow-Ribbon.

Depending on your version of Powerpoint this may look different and enable different features (e.g. with video capturing or without). If you choose to do the recording like this, you may use the Powerpoint Laserpointer or commenting-functions for all slides at once or per slide.

During the recording, all timings for animations, transitions and clicks will be noted automatically.

If you have video capturing enabled, you may reposition the video on each slide to the spot which fits your slide best. When you're finished you need to save the presentation, and to be on the safe side, we recommend to also export it as a video file (included in Powerpoint through the Export function) and make a final check to see if everything is correct.

Pictures

Note that your presentation will be converted into a file format that does not allow a download of your talk. But just like in a real conference, it is possible for the registered participants to make photographs or screen shots of your presentation. If you do not wish any scientific content of your presentation to be photographed, please indicate this on the according slide(s) in a clearly visible way.

Important Guidelines for a successful presentation

Like all of us, you will have sat through many presentations, some good and some bad. We have all been to talks which failed to communicate their message because the speaker spoke impossibly fast, perhaps in a very indistinct way, or flashed through large numbers of slides so crammed with detail that nobody could follow them. So please take note of the following:

- Font size: Minimum recommended font size for easy viewing is 20 points.
- Text: Your guiding principle should be "as much as necessary, as little as possible". The text should be concise and to the point, key facts should be highlighted. No more than seven text lines should be used per page.
- Colors: Colors should be used sparingly. Choose color combinations that make your text easy to read (preferably dark background – light fonts).
- Layout: Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and easiest to view on screen.

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- Images and movies: We recommended that you collect your illustration material well in advance. Refrain from selecting too many images and movies. Concentrate on those which emphasize your key points and conclusions optimally. Avoid overlying images on one slide as they cannot be visualised on the final version of your presentation.
- Remember that the vast majority of the audience are not native English speakers – speak clearly (whether or not English is your native tongue) and not too fast. Plan an average of 1 slide per minute, in most cases.

Commercial Disclosure information

Due to EACCME regulations, authors are requested to disclose possible conflicts of interest on the first slide. An example slide can be found here. A conflict of interest is any situation in which a speaker or immediate family members have interests, and those may cause a conflict with the current presentation.

Conflicts of interest do not preclude the delivery of the talk, but should be explicitly declared. These may include financial interests (eg. owning stocks of a related company, having received honoraria, consultancy fees), research interests (research support by grants or otherwise), organizational interests and gifts.

If you have nothing to disclose, please state "I have no commercial disclosure" instead of the table.

Availability of presentations during and after the conference

All live presentations will be available on the virtual platform on the conference days, then moved to the on-demand section on October 4, 2020 and remain available there for review (for registered participants only) until 2 weeks after the conference.

All on-demand and e-Poster presentations will be available (for registered participants only) on the virtual platform on the conference days and remain there for review until 2 weeks after the conference.

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Should you have any further questions or encounter problems during either upload or preparation of your presentation, please do not hesitate to contact us at technicalsupport@itoc-conference.eu

Thank you!

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