

Oral Presentation Guidelines

ANNUAL MEETING REGISTRATION

All presenters must register and pay the fees to attend the ISCEV Meeting.

PRESENTATION CONTENT

Abstract Presentations in Paper Sessions: Scheduled in 15-minute blocks for each abstract – 12 minutes for the presentation, and 3 minutes for discussion. Abstract presentations may not exceed the 15-minute time block. The abstract's First Author must present the same work described in the abstract, with the same title and content

ABSTRACT WITHDRAWAL AND SUBSTITUTE PRESENTER POLICY

An abstract's First Author is obligated to present their abstract. Changes in the presentation type, session, day and time cannot be made.

If you cannot present, you must follow the ISCEV Abstract Withdrawal and Substitute Presenter Policy.

A co-author who is not pre-approved by Meeting Management as a Substitute Presenter or any other colleague who is not a co-author on the abstract will not be allowed to present the abstract on your behalf.

Failure to comply with the Abstract Withdrawal and Substitute Presenter Policy will result in your ineligibility to submit an abstract as the First Author for the next meeting.

16:9 High Definition Projection in all session rooms Computer systems and projectors will display at 1920x1080 resolutions. This high definition display will enhance the quality of your presentation by providing a bright and clear display in the session room. Please note that to take full advantage of the widescreen display you should create your presentation in 16:9 aspect ratios. PowerPoint 2016 and 2013 default to a 16:9 widescreen display

COMPUTER EQUIPMENT

Each session room is equipped with a Presentation Windows PC and a Mac. An operator will control the display of either machine to the audience. A confidence monitor is provided and will mirror what the audience sees.

Notes: - Presenter View is not supported. You will want to print your notes for your reference. -

PC Configuration

No Internet Access Please note that Internet access will NOT be available in the session room during your presentation.

PRESENTATION UPLOAD

- You must upload your files at least 4 hours before the start of your presentation's session.
- All presenters must preview their upload onsite in Speaker Ready Room at least 4 hours before the start of their presentation's session to ensure that their presentation will display as intended.
- If you are speaking in more than one session, you must put your presentations in separate folders on your device, labeled clearly indicating the appropriate sessions. Do not put more than one presenter's files on the same device. Each presenter must have his/her own media.
- Please make sure to upload all the videos and fonts required for your presentation. Any movies, sounds, or fonts not included in your online upload folder will cause your presentation to fail in the meeting room. If the size of your video file is too large to upload, bring it to the Speaker Ready Room the day before your presentation. Do not bring a laptop or other media device to the session room. THERE ARE NO EXCEPTIONS TO THIS POLICY. Rooms are set with computers at a Technician Table and not at the head table. All of the equipment is pre-set and cannot be disconnected. There is no provision to connect a personal laptop at the head table. This ensures a quick turnaround between presenters and maintains the integrity of the digital AV signal flow to insure no video signal issues.