

# Instructions for Invited Speakers and Oral Presentation Presenters

**Thank you for presenting at the 14th International Congress on Autoimmunity**

This page is designed to prepare you for your oral presentation. Please visit the page regularly for updates on technical requirements, deadlines and general information.

**All Invited Speakers and Oral Presentation Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room. Please make sure that your PowerPoint presentation is in Widescreen (16:9).**

## **SPEAKERS' READY ROOM HOURS:**

Date	Speakers' Ready Room
Friday, 17 May	08:00-19:00
Saturday, 18 May	07:00-18:30
Sunday, 19 May	07:30-18:30
Monday, 20 May	07:30-18:30

Who are these guidelines for?

- Invited Speakers
- Presenting authors of abstracts selected for oral presentation in Parallel sessions

Please refer to the [scientific program](#) for further details on your session type.

**As an Invited Speaker or Oral Presentation Presenter, you will need to:**

## **Present your lecture or abstract onsite (zoom will not be available)**

Invited Speakers and Oral Presenters are expected to attend the Congress in person and present their lecture or abstract at the Congress venue in their allocated session.

If you are not able to travel to Ljubljana, please contact as soon as possible the Congress Secretariat at:

Invited Speakers: [autoimmunity@kenes.com](mailto:autoimmunity@kenes.com)

Oral Presenters: [auto\\_abstracts@kenes.com](mailto:auto_abstracts@kenes.com)

## **Complete a Conflict of Interest Disclosure Form**

Filling the Disclosure Form is mandatory in accordance with the CME/CPD compliance requirements. The Form has been sent to you by Autoimmunity 2024 Congress Secretariat.

## **Complete a Publication Consent Form**

The Consent Form is completed online in your profile area and is mandatory for all presenters and moderators at the Congress. Autoimmunity 2024 Congress Secretariat has sent you an email with your login details and further instructions on completing the form.

## **Submit short biography and photo**

Submitting a photo and short biography is not mandatory, however, it will allow the Congress attendees to get acquainted with your professional background before attending your session. Autoimmunity 2024 Congress Secretariat has sent you an email with your login details to submit your photo and short biography online in your profile area.

# PowerPoint Presentation Guidelines

PLEASE NOTE: In compliance with CME/CPD requirements all speakers and oral presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The first slide of your presentation must be your name and presentation title.
- The second slide should be the disclosure slide. If you have nothing to disclose, please add “No Disclosures”. You can download a template [HERE](#).
- We recommend that you label all slides that include unpublished data with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.

## Onsite Presentation Slides Upload

- You can bring your slides to the Speakers’ Ready Room on a USB stick. The Speakers’ Ready Room will be clearly signposted at the Congress.
- You are asked to only use the Congress computers in the session halls for presentation purposes. **The Congress will not be able to support lecture slides presented on personal computers.**
- Please note that your slides must be finalized and ready on the day of your session.
- Please upload your presentation slides in the Speakers’ Ready Room as soon as you arrive at the venue in the morning and at least 2 hours before the start of the session.
- If you combine video clips with PowerPoint, please make sure to test it in Speakers’ Ready Room during a coffee or lunch break prior to your session and at least 2 hours before the start of the session. In the Speakers’ Ready Room for your session, please check with the technician if the sound and picture from the video are transmitted well and repeat the test again during the

break before your session in the session hall to avoid technical issues.

## **Presentation Layout and Ratio**

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9.

## **Important for MAC users**

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

## **Number of slides:**

- If your talk is 30 minutes, please limit your slides to 25
- If your talk is 15 minutes, please limit your slides to 12
- If your talk is 10 minutes, please limit your slides to 8
- If your talk is 7 minutes, please limit your slides to 5

## **Invited Speakers Registration for the Congress**

A link has been sent to you with the registration

instructions. Please refer to the email for further details. If you cannot find it, please check your spam box as well and contact us at [autoimmunity@kenes.com](mailto:autoimmunity@kenes.com) as soon as possible.

## **Oral Presentation Registration for the Congress**

**IMPORTANT:** Abstract presenters who have not completed their registration or have not emailed the Congress Secretariat to confirm any possible special circumstances by **13 February 2024**, 23:59 CET, will be removed from the Congress scientific program and abstract publication.

In order to register to the congress, please [click here](#).

If you have any question, or further information, please contact us at: [auto\\_abstracts@kenes.com](mailto:auto_abstracts@kenes.com)