

General Guidelines for Speakers in Scientific Sessions & Workshops

Please read the general guidelines and the technical specifications carefully!

The most up-to-date scientific programme is available through the [online programme](#) and constantly synchronised with the congress app!

Presentation submission/upload

[1. Upload your presentation prior to the meeting](#)

Speakers have the opportunity to upload their presentations prior to the meeting. We emphasize that you take this chance to avoid the crowds onsite. You will receive a personal e-mail with an online link to upload your presentation. The e-mail will be sent from noreply@ctimeetingtech.com named „FELASA 2022“ with the subject: „FELASA 2022 – presentation upload“ and will reach you approx. 1 week prior to the start of the congress.

During the congress, an upload will be possible on-site at the Preview Centre (see 2) and still online. If you decide to upload your presentation(s) prior to the meeting, your presentation(s) will be ready for testing in the Preview Centre on-site. Speakers are reminded to check in at the Preview Centre's welcome desk at least 2 hours prior to their scheduled presentation, even if they have already uploaded their presentation prior to the meeting. In case of early morning presentation(s) please check in at the Preview Centre the day before.

[2. Submit your presentation on-site](#)

Speakers are requested to hand in their presentations to the Preview Centre staff not later than 2 hours before the beginning of their session. Please check in at the Preview Centre even if you have already uploaded your presentation prior to the meeting via the online link provided.

[3. Check at Preview Centre](#)

Presentations can be checked and edited on-site. The Preview Centre is located on the entrance floor of Palais des Congrès in Room Escalette and open during the following hours:

Sunday, June 12, 2022	10:30-18:00
Monday, June 13, 2022	08:00-18:00
Tuesday, June 14, 2022	07:30-18:00
Wednesday, June 15, 2022	07:30-18:00
Thursday, June 16, 2022	08:30-12:30

Timing of sessions

In order to keep the sessions running according to schedule and to allow questions from the audience it is very important to keep the presentations within the allotted time. There is a timer including a traffic light system running in front of you on stage for your time management.

We strongly recommend that speakers ensure their presentation **does not exceed the allotted time** as we expect the chairpersons to **strictly adhere to the timetable**. Stopping a speaker from completing a presentation is displeasing for everybody concerned and will hopefully not be necessary.

[Speaking times scientific sessions & workshops](#)

Please refer to the [online programme](#) to check your exact speaking time. These differ from session to session. If not explicitly stated, please confirm with your session organiser whether the time allocated does or does not include discussion time.

[AV equipment on-site](#)

Each session room will be equipped with:

- Screen (ratio 16:9) and projector
- Laptop (on lectern is connected to the Preview Centre via internet & network)
- Remote control (mouse)
- Timer with traffic light control (counting down your allotted presentation time)
- Sound system
- Cabled microphones (lectern, head table on stage, audience); note that lavalier/headset microphones are not available

Please note that the use of own notebooks and presentation equipment is not allowed unless exceptionally scheduled. Exceptions are to be coordinated with and confirmed by the [organising secretariat](#) until Friday, May 13, 2022.

[Plenary Hall – Live Stream](#)

All sessions taking place in the Plenary Hall will be live streamed into the virtual congress platform. This means, that cameras will be filming speakers and chairpersons. The camera feed will also be displayed on the screen in the session room additionally to the presentations.

[Auditorium & Les Goudes 1 – Recording](#)

All sessions taking place in the Auditorium in the course of the Tech Day on Wednesday, June 15, 2022 will be recorded (incl. all translations). This means that cameras will be filming speakers and chairpersons. The camera feed will also be displayed on the screen in the session room additionally to the presentations.

All sessions taking place in Les Goudes 1 will be recorded. This means that cameras will be filming speakers and chairpersons. The camera feed will not be displayed on the screen in this session room and is for recording purposes only.

[Translations](#)

All sessions taking place in the Plenary Hall (except for S3f1) will be translated into French for Onsite Audience only.

All sessions taking place in the course of the Tech Day in the Auditorium on Wednesday June 15, 2022 will be translated into French, German, Italian and Spanish. These translations will be recorded and available on-demand in the virtual congress platform after the congress.

Conflict of interest

The intention of FELASA is to provide high-quality sessions focused on educational and/or scientific content that is free from commercial influence or bias. Any potential conflict of interest must be disclosed and openly shared on the second slide of your presentation. During the presentation/discussion open publicity or unfair and/or unsupported information for products/organisations/business should be avoided.

Presentation Material

Please note that only digital material will be accepted for oral presentations. Speakers may submit their presentation material online prior to the congress. The presentations will be transferred to the session rooms electronically. The material remains the property of the speakers.

Please note that the use of own notebooks and presentation equipment is not allowed unless exceptionally scheduled. Exceptions are to be coordinated with and confirmed by the [organising secretariat](#) until Friday, May 13, 2022.

Speakers are reminded to check in at the Preview Centre's welcome desk at least 2 hours prior to their scheduled presentation, even if they have already uploaded their presentation via the online link prior to the congress.

Technical specifications

- **Data carriers:** Please use either a USB stick or an external hard drive. The presentation should not be saved solely on other devices (notebook, tablet, smartphone, PDA's...).
- Please use **16:9 as presentation format**.
- **PowerPoint** versions to be used: **PowerPoint 365** (compatible with PowerPoint versions down to 2016). Save your PowerPoint presentation as ".pptx"(".ppt" or ".pps" is possible, but not preferred). Do not use the "pack&go" function. Please make sure that all movie files are saved separately on the data carrier.
- If you are using PowerPoint for Mac or Keynote, please export your presentation as ".pptx" or ".ppt" for Windows.
- For embedded **movies** please use "mp4". Other formats such as "mpeg1", "mpeg2", "wmv" or "avi" work too. For best replay ability please use only common and widespread video encodings (codecs), preferably in their newest version.
- For **images** use ".jpeg"/".jpg" or ".gif" formats. Please be aware that Office 2007 and newer does compress images by default, which may lead to reduced image quality. Disable image compression before saving/inserting images, to prevent this.
- **File size:** The size of one presentation should not exceed 500 MB, if uploaded online prior to the meeting. The size limit for presentations uploaded onsite at the Preview Centre is approx. 1-1,5GB (it is however recommended that presentations do not exceed 500 MB).
- **Flash-animations are not supported.** Should they be essential to your presentation please contact the [congress secretariat](#).
- **Do not use any passwords or encryption** for your files.
- **Do not use Macros within your presentation.**
- We recommend using **default fonts** like Calibri, Arial, Verdana or Times New Roman only. If you have to use other fonts, please make sure that they are saved as 'embedded fonts' in the presentation (when saving the file proceed as follows: 'save as'; 'name of presentation'; under 'tools': 'safe options' and select 'embed true type fonts' and 'embed all characters').
- Please use only **regular characters** (a-z, A-Z, 0-9, spaces, underscore and dots) for your **filenames** and do not use special characters (accents, umlauts, foreign symbols).

- For **mathematic symbols** please use only characters that are listed under 'Latin fonts' (Unicode or DOS: Western Europe).
- Please use only "**WinZip**" to pack your data (free download of the current versions at www.winzip.com).
- All files should be in the same folder on your data carrier. All videos and graphics must be embedded into your power point presentation
- In case you are presenting more than one presentation during the event, create one folder per presentation and name them clearly with the presentation code to avoid on-site misunderstandings and problems.
- Have a backup copy of your presentation available.

Voting/Polling tools

Voting via the congress app is possible for specific sessions/workshops only; the concerned session organisers have been contacted accordingly and will receive separate guidelines.

Please note that voting/polling and subsequent showing of results is not possible without previous consultation and confirmation by the organising office (due to technical specifications/implications).

Presentation Instructions

- **Arrive in the room** leaving sufficient time **before the session**. Introduce yourself to the chair(s) and to the room assistant. Make the chairperson familiar with the pronunciation of your name and institution. This is crucial for the chairpersons to run the session smoothly, to evaluate how fluent your English is, and consequently if you may need any help in reformulating questions from the audience when difficult to understand.
- Walk on the stage to **become familiar with the system**, microphone and pointing device (the mouse).
- When the previous presentation is over, and before the chairperson calls you, **stand up and approach the stage sideways** to be ready, but not to disturb the ongoing discussion.
- **Strictly follow the instructions of the chairperson(s)**, especially regarding the time allotted for your talk. Please pay attention to the installed “**time keeper**” instrument and adhere to the foreseen scheduled slot for your presentation.
- **Speak** directly into the microphone **in a normal voice** and **do not touch the microphone**.
- We recommend using **the mouse as a pointer**, and to follow the arrow on the laptop in front of you. This will prevent you from turning your head, speaking away from the microphone, and not looking into the direction of the audience. If you are using the laser pointer anyhow, make slow movements to give the participants a chance to find the red spot. When you do not point at anything, do not keep your finger on the switch - this may be dangerous for audience eyes. Speakers of the Plenary Hall, Auditorium and Les Goudes 1 are asked to use the mouse as pointer only, as the virtual audience will otherwise not see your highlighted areas.

Q&A tools

Plenary Hall, Les Goudes 1, Les Goudes 2, Callelongue & Auditorium:

The audience may ask questions either via

- the microphone stands placed in the session rooms
- the Q&A function within the congress app

The chairpersons will see any questions raised via the congress app on an iPad placed on the head table and will moderate the discussion accordingly.

Morgiou, Sormiou, Riou & Samena:

The audience can ask questions via the wireless microphone handled by the room attendant and/or the microphone stand placed in the session room. The chairpersons will moderate the discussion accordingly.

Hints for preparation – especially for junior speakers

- Do not cover too much ground. Leave the fine details for publication and **discuss only the major points** of your work, supported by the conclusions drawn from your data. Remember you are trying to **communicate** with the audience **in a limited time**. A rushed presentation is of no use to the audience or to your reputation.
- Write out your presentation and **practice it with a critic**. This may help you to organise your material.
- Practice and edit your presentation until you can deliver it clearly and understandably **within the time allotted to you**. If you exceed the allotted time, the session chair may have to terminate your presentation.
- **Simplify – simplify – simplify: Keep data on slides simple**. If there is an abundance of data, divide it into several slides. Simplify material on the slide to illustrate a single point or idea. The content of a slide should be comprehensible in 20 seconds.
- **Limit your slides** to not more than two for each minute of your presentation. Think of people in the rear of the meeting room and **use large, legible letters**. A message slide should have no more than **7 lines with 7 words or less** per line. Spaces between lines should be at least the height of a capital letter. Use only light colours such as white yellow, light orange, light green or light blue on a dark background, such as dark blue or black (white on black background is better than black on white). **Remember that almost 20% of the population is unable to see red letters.**
- Be sure the information on the slides of your radiographs is well presented – enlargements of the significant areas and arrows are often helpful.
- Do not overuse fancy animations available in PowerPoint.
- Avoid any sexist, politic or discriminatory jokes, comments and slides.

Special Instructions for “My 3Rs in 180 seconds” Contestants

Presentation & Scoring System

The Jury president will be the chair of the session. The co-chair will act as time keeper with a digital chronometer.

Scoring system

Each jury member (9) will score each presentation on the following defined criteria, whereas 20 points is the maximum to be reached:

- scientific/technical innovation: max. 6 points
- contribution of 3Rs: max. 6 points
- clarity and eloquence: max. 4 points
- overall performance: max. 4 points

Jury members will not score if any perceived or real conflict of interest exists.

The public will vote for their favorite presentation at the end of the session and the results represent a 10th scoring result to be added.

Speaking time

- Each speaker has 180 +/-10 seconds for his/her presentation.
- In case the speaker is out of the time range, penalty points will be deducted from the score:
 - 1 point if 160-170 seconds or 190-200 seconds
 - 3 points if less than 160 seconds or more than 200 seconds
 - elimination if out of these ranges

Practice your presentation!

Speakers must get ready to take their turn beside the stage to follow the previous speaker and to ensure a smooth and timely session run-down.

Technical aspects

- The presenter will be on stage with a microphone (either fixed microphone on lectern or wireless hand-microphone)
- Minimal requirement for 1 slide showing presentation title, name of the presenter and affiliation
- Any presentation mode is accepted; special requirements outside the general setup (see speaker guidelines above) need to be coordinated with and confirmed by the [congress secretariat](#) to ensure proper technical management until Friday, May 13, 2022.

Awards

The three best presentations will be awarded during the Closing and Award Ceremony on Thursday, June 16, 2022 at 12 :45-13 :45.

Please note that winners need to be present in person during this session.

The president of the Jury, together with a sponsor representative, will hand over the respective prizes: 1 000 € for 1st Prize, 750 € for the 2nd Prize, 500 € for the 3rd Prize

In case the scoring results show presentations placed on equal position: the prizes are combined and shared between the two winners.