



13-16 SEPTEMBER 2023

Sibiu, România, Hotel Ramada

INSIDE AND AROUND THE NOSE

SPEAKER GUIDELINES for Invited Speakers and Presenters in Oral Abstract Sessions

Before the congress

Recommendations

To ensure that the technical aspects of the session run smoothly, all presentations should be prepared according to the guidelines below. It is essential that:

- the correct format is used
- the presentation is uploaded on time in the Speakers Upload Area, **at least two hours before your presentation time.**

Prepare and save your presentation on a USB memory stick, and as a backup, a 2nd USB memory stick or a laptop.

Please bring these with you to the **Speakers Upload Area**. We recommend that you label these materials with your name, session name, session date and presentation name.

Technical details

- Please use Microsoft PowerPoint (*.pptx), OpenOffice/LibreOffice, PREZI or Adobe PDF to guarantee your presentation will open successfully. If you use MS PowerPoint, do not save it as .ppsx.
- **All presentations will be presented in 16:9 format.** The 4:3 ratio is possible but not recommended.
- Use of high contrast lettering and fonts, minimum size of 32p, high contrast layouts like light text on dark colours. Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / style of your presentation.
- We recommend you make your slides as concise as possible by keeping texts short and avoiding too many bullet points.



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Pictures and video

- Save the picture you want to use as a **JPG or PNG**, set **compression/quality to medium or high**.
- It is mandatory to test your presentation with the on-site PC in the **Speakers Upload Area** several hours before your presentation. **MPEG-4** format should work, but test is recommended.
- Movies or videos that require additional reading or projection equipment (e.g. DVD or BluRay player) will not be accepted.
- Save the pictures/videos used in your presentation separately on USB memory stick. In case of problems, we can re-insert the original items.

Conflict of Interest

A disclosure of conflict of interest* slide must be included in your PowerPoint presentation. The disclosure slide should be displayed and read to the audience at the beginning of your lecture.

** A conflict of interest is any situation in which a speaker or immediate family members have interests, which 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 (e.g. owning stocks of a related company, having received honoraria, consultancy fees), research interests (research support by grants or otherwise), organizational interests and gifts.*

On the day of your presentation

Speakers Upload Area

In the **Speakers Upload Area** at the Congress venue, onsite presenters can:

- Review their presentations
- Make last-minute changes to their presentation
- Consult with the technical staff on site
- Upload their presentation for the dedicated session



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The Speakers Upload Area is located in Hotel Ramada Sibiu, on the 1st Floor, near the Registration Desk

Please make sure to check in at the **Speakers Upload Area two hours before** your presentation time. **The organizers cannot guarantee a projection of presentations handed in later than two hours prior to the sessions.**

Session Rooms

Please be in the session room **at least 10 minutes before the session starts**: meet the chair of the session and familiarize yourself with the equipment in the room. Technical staff will be present to assist you.

Scientific program

An up-to-date scientific program, including the dates and times of presentations, can be found by [clicking here](#).

If you have any questions regarding your presentation, please contact

rinologie@gmail.com, luiza@conferintemedicale.ro

CONGRESS OF THE ROMANIAN RHINOLOGIC SOCIETY 2023

Congress Website: <https://congresrinologie.ro>

Romanian Rhinologic Society Website: www.rinologie.ro

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