



Important instructions to presenters in oral sessions

Congratulations! Your abstract has been accepted for oral presentation at the forthcoming Annual Congress of the European Association of Urology in Milan, 26-29 March 2008.

The quality of the congress is extremely dependent on the calibre of the presenters, and the EAU Scientific Committee would like to remind you of a few key points:

- From 1 January 2008 it is obligatory that all speakers/presenting authors involved in EAU activities complete a Conflict of Interest Form. Therefore we kindly request you to fill out a Conflict of Interest form when you are speaking at the EAU Annual Congress.
The form is available online at <https://www.uroweb.org/my-eau-login/> (for EAU members) and <http://www.uroweb.org/nc/my-eau-login/sign-up/> (for non-EAU members). Once you have logged in, click on 'conflict of interest form' and proceed from there.
If you have already completed a COI form you are requested to update this regularly.
- The EAU Scientific Office requests that you declare any relevant links to the industry in relation to your presentation or other conflicts of interests. We would be grateful if you could declare this at the beginning of your session.
- Do not exceed the time limits: 7 minutes for your presentation and 2 minutes for discussion. If you exceed this time limitation you will be interrupted and asked to finish
- Do not use too many slides: **max. 10 slides**
- Hand in your PowerPoint presentation at least 2 hours prior to the session at the Speaker Service Centre (located on level 1)
- Leave time for questions
- Speak slowly and clearly
- Please check the more detailed instructions below



The format of an Oral Session

- Overview presentation by the chairs (5 minutes)
- Presentations (7 minutes for presentation and 2 minutes for discussion per presenter)
- Summary by the chairs (5 minutes)

Equipment supplied

- Computer with PowerPoint for computerised slide presentation; **no more than 10 slides are allowed!**
- Laser pointer
- Cordless tie microphone
- There will be no ordinary slide projectors, only computerised slide presentation!!

Instructions

Date, time and place are listed in the programme book and at the abstract submission site (www.uroweb.org/abstractsubmission) under the header 'status overview'. Please be present in the room 15 minutes prior to the start of the session. An abstract presenter/author must attend the whole session in which he/she is scheduled.

A maximum set of 10 slides (**PowerPoint only**) may be projected. **Slides should be handed in at the Speaker Service Centre at least 2 hours prior to the session!**

Guidelines on how to prepare your PowerPoint slides

- **You can bring your presentation on a USB stick, on a CD Rom or on your own laptop to the Speaker Service Centre to load your presentation onto the network. You cannot use your laptop in the lecture room!**
- **Hand in your PowerPoint presentation at least 2 hours prior to the start of the session at the Speaker Service Centre (located on level 1)**
A technician will incorporate your presentation in the computer network which is used for the PowerPoint presentations in the different meeting rooms.
- **Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!**
- PowerPoint versions accepted are PowerPoint MS Office 95, Office 97, Office 2003 and Office XP
- Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation!
Accepted picture file formats
 - All popular Windows picture files also html.
 - JPG
 - GIF
 - TIFF
 - BMP
 - HTML

Video and audio objects are allowed in the following formats

Video formats:

- All STANDARD Microsoft Windows 98 Second Edition codecs
 - MPEG2
 - Divx
 - MPEG4
- Use embedded files, DO NOT use files linked to other files. Linked files will not show up in your presentation!

Audio formats:

- MP3
 - RealAudio
 - .WAV format
- Accepted Fonts are the standard Windows fonts. If you use a non-standard (e.g. scientific symbols) font with your presentation, you should supply this non-standard font separately with your presentation. For a normal projection, the font size .24 is sufficient. Use computer resolution 800x600 or max. 1024x768 and 16 or 24 bits.
- Choose under a File, Page-setup, On-screen Show, Size 24 x 18 cm landscape.
If you use a standard background format, you have to realize that different consecutive presentations might cause some problems. It is better to choose Apply for the background of each single slide than to choose Apply to all.

Legibility of the text:**- How to determine your own legibility:**

For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room.

If you use a font size of .24, your text is readable at the back of the room.

Example: On a screen of 3.00 x 2.00 m., you can read the .24 font size at a distance of 20m.

If you use a bolder text, the legibility will improve.

- **Always make sure you bring a back-up of your presentation!**
- **Check www.eaumilan2008.org; Tentative Scientific Programme; Guidelines for chairs/presenters**