

Invited Speakers' and Oral Poster Presenters' Guidelines and Instructions

Thank you for presenting at the 3rd Joint Congress of the INS European Chapters (e-INS 2023).

This page is designed to prepare you for your presentation e-INS 2023. Please visit the page regularly for updates on technical requirements, deadlines and general information.

Who are these guidelines for?

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

The scientific programme can be viewed [here](#).

On-site information for presenters can be found [here](#).

ORAL PRESENTERS

Each oral poster presenter will be allowed 8 minutes of lecture time, 8 slides and a 2-minute question and answer period. (The title, financial relationship and reference slides are not included in the 8-slide limit.) Please note: all oral poster presenters should also prepare an ePoster as well (click [here](#) for ePoster instructions).

POWERPOINT PRESENTATION GUIDELINES

Presentation Layout and Ratio

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the congress 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 notes:

- MAC users may need to delete the .pps extension on the downloaded pptx templates to make them editable.
- The presentation system at the congress does not support PowerPoint Presenter mode, please make separate written notes if necessary.

General Information

First Slide:

- Please disclose all relevant financial relationships and any conflicts of interest, including the company name, the nature of the relationship (i.e., your role), and what was received (e.g., “honorarium”). You are required to display this first slide **for at least 30 seconds** from the podium to allow enough time for the audience to review and digest it. *If you have nothing to disclose, this slide must be included indicating “Nothing to disclose”.* Please click [here](#) to download a template of the disclosure slide.

Instructions for Transparency and Disclosure

Please disclose all relevant financial relationships, including the company name, the nature of the relationship (i.e., your role), and what was received (e.g., “honorarium”) by you, an immediate family member, spouse or partner within

the past three (3) years, and the corresponding amounts in US Dollars. Where the value is potential, the percentage of the total stock options should be declared. If you have no conflicts, simply state, “No conflicts of interest.” You will be required to display this slide for at least 30 seconds from the podium to allow enough time for the audience to review and digest the information.

e.g. Scientific Advisory Board: GSK – \$20,000; Pfizer – \$500
Any off-label use of products or therapies must also be disclosed.

Second Slide:

Prepare your presentation with a title slide.

Please click [here](#) to download a template of the title slide.

- **Logos, promotional or marketing materials are not permitted be included in your presentation.**
- We recommend that you **label all slides that include unpublished data** with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.
- If you combine **video clips** with PowerPoint; the videos must be embedded as an MP4.
- Click [here](#) if you wish to use the general **e-INS 2023 slide template** for your presentation.

For questions, please e-mail e-ins_abstracts@kenes.com

AS AN INVITED SPEAKER OR ORAL PRESENTER, YOU WILL NEED TO...

[Register for the congress](#)

All presenters are required to register for the **congress**. If you have not yet done so, you may find information regarding

registration by clicking [here](#). For any additional assistance please contact our registration department at reg_eins23@kenes.com

IMPORTANT: Oral abstract presenters who have **not completed their registration** or have not emailed the e-INS abstract department (e-ins_abstracts@kenes.com) to confirm any possible special circumstances why they have been unable to register, will be removed from the Congress' scientific programme.

Complete a Conflict of Interest Form

In compliance with CME/CPD requirements all speakers and oral presenters have to complete a conflict of interest form. Forms will be sent to all presenters in the coming weeks.

Submit a short biography and photograph

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.