

The sessions will be recorded, your authorization, to use your image, voice and slides to be shown on the Congress website in live streaming, as well as on demand was implicit in your acceptance to be speaker.

Guidelines for Oral Communication

The following guidelines have been established to ensure that the Oral Communication session runs smoothly and on time. Please ensure that you read these guidelines carefully. **Keeping to your 8-minute presentation time (plus 2 additional minutes for Q&A) is essential** as Congress attendees often want to attend talks in different sessions scheduled for the same time slot.

1. In your personal area of the website please upload your biography which will be helpful for the chairs to moderate the session.
2. The Oral Communications session will start with a presentation by an Expert Commentator, who will be Chairing the session and providing a 10-minute expert overview of the session topic. There will also be a Co-chair for the session, who is a recipient of the IMS Young Scholars Bursary.
3. The number of speakers in each Oral Communication session will vary. **Each speaker will have eight minutes for their presentation followed by two minutes for questions.**
4. Please ensure that you include a **disclosure slide**, using the template provided, at the beginning of your presentation, stating any potential conflicts of interest pertaining to your presentation.
5. Please use the official template for presentation, which you can download from your personal area on the Congress website. **The PPT slides format should be 16:9 (NOT 4:3).**
6. Please check in at the Speaker's Room to upload your presentation, which will be "pushed" through the network into the room where your session will take place.
7. It is important that you upload your presentation either the evening before your session or first thing in the morning to ensure your presentation is ready.
8. It is essential that you arrive on time. Please be in the room **5 minutes** before your session begins, sit at the front of the room, and introduce yourself to the session Chair.
9. Please **finish on time**. The Chair has been asked to keep you strictly to time and will remind you when are near to the end of your allocated time. We have provided chairs with strict guidelines on time limits to give all speakers equitable time to present and to answer questions. If you run over, the chair will inform you that your time has run out and you will need to leave the stage before you are finished.