

**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 Plenary Speakers**

The following guidelines have been established to ensure that the session runs smoothly and on time. Please ensure that you read them carefully and follow them precisely.

1. Your plenary session will last for 30-minutes. Your talk should last for 25 minutes with 5 minutes for introduction.
2. 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 the presentation you will give.
3. 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).**
4. 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.
5. 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.
6. It is essential that you arrive on time. Please be in the room 5 minutes before your session begins. Please also identify and introduce yourself to the session Chair.
7. Please sit at the front of the room.
8. 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. The Chair has been asked not to provide a long introduction to your talk to ensure that you have the allotted time to speak.
9. Please **finish on time**. We have provided chairs with strict guidelines on time limits to give all speakers equitable time to present and to answer questions.