

GUIDELINES FOR INVITED SPEAKERS (UEG WEEK FACULTY)

These guidelines include:

1. **Mandatory declaration of conflicts of interest (COI)**
2. **Speakers Centre**
3. **Technical points and recommendations for presentations**

1. Declaration of conflicting interests (mandatory)

Please make sure to insert a declaration of conflicting interests as first slide of your presentation. This slide is **mandatory** for all speakers and for each presentation, even if there are no COI to declare. Download the UEG template [here](#).

UEG is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at UEG Week 2019, including those that are directly and jointly sponsored activities.

All presenters, whether invited faculty (speaker, chair and expert) or abstract (oral or poster) presenters at the UEG Week (hereinafter "Presenter(s)") are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. UEG reserves the right to review the information disclosed for potential conflicts of interest. Please note that the sole responsibility for the content of each presentation lies with the Presenter.

UEG requires all Presenters to disclose any financial relationship with or any advisory or consultancy roles in the Biomedical Industry and the Biomedical Technology Industry during the past three years. These and any other potential conflicts of interest should be disclosed during introductory comments to the presentation. All Presenters are requested to disclose potential conflicts of interest on a PowerPoint slide to be shown immediately at the beginning of the presentation. Poster Presenters are required to disclose potential conflicts of interest at the bottom of their poster.

Conflicts of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation, and can involve grants, honoraria, shares, paid positions on advisory boards, etc. Conflicts of interest are frequent and expected, and do not preclude an individual from making a presentation, provided the conflict is disclosed. If there is any doubt about the relevance of a potential conflict of interest, UEG requires all Presenters to act responsibly and to disclose such potential conflict of interest

2. Speakers Centre

- Please **hand in your PowerPoint Presentation slides the day before** or at least three hours prior to your talk.
- Make sure to upload your presentation slides in time! Technical staff is available to advise and assist.
- The Speakers Centre is located on the left hand-side in the entrance foyer of Fira Barcelona. It is equipped with PCs where speakers can work on their slides calmly.

Opening Hours

| | |
|-----------------------|---------------|
| Friday, October 18 | 14:00 – 18:00 |
| Saturday, October 19 | 07:30 – 18:00 |
| Sunday, October 20 | 07:30 – 18:00 |
| Monday, October 21 | 07:00 – 18:00 |
| Tuesday, October 22 | 07:00 – 18:00 |
| Wednesday, October 23 | 07:00 – 14:00 |

In the lecture room

- Your uploaded presentation slides will be available in the session room via a special computer network, which is operated by a technician. The use of personal notebooks is not allowed.
- Any changes in your presentation must be made at the Speakers Centre prior to your talk. No changes can be made at the lecture room!
- **At the lectern:** A monitor shows the current slide of your presentation. You can use the mouse to navigate through your slides and to point out specific areas to the audience. Please note that the presenter view is not supported. Speaker notes can be printed at the Speakers Centre.

3. Technical points and recommendations for your presentation

- **Format:** All screens at UEG Week are 16:9! Please use the **16:9 slide format** for your presentation. Both, PowerPoint and PDF slides are possible and may be used for your presentation. **Download the UEG Week PowerPoint presentation template [here](#).**
- Bring your presentation on one of the following **storage media:** USB memory unit, CD-Rom, DVD and make sure to store all your files (presentation slides, videos, graphics and images, animations) in one folder
- **Time management:**

Make sure not to exceed the given presentation time and check beforehand how much presentation time is scheduled for your talk:

 - Core programme (Mon-Wed): 15 min presentation time is scheduled for standard talks, followed by 7 min Q&A.
 - PGT programme (Sat-Sun): 30 min in total are scheduled for standard presentations. At least 1/3 shall be dedicated to questions and interaction with the chairs and the audience.
 - Speakers of special formats will be approached and informed prior to the meeting.
- **Special fonts:** Avoid using special fonts that are external to your Microsoft PowerPoint or MS Word, since these might be displayed incorrectly.
- **Special characters/symbols:** Always use the 'Symbol' function in the 'Insert' menu of your programme to insert special characters and symbols.
- **Colours:** Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- **Legibility check:** On presentation mode, your text should be large enough to be easily readable 1.5 to 2m away from your computer screen.
- Microsoft PowerPoint 97 to Microsoft PowerPoint 2016 versions for PC can be used.

Please be aware that presentations made on Macintosh computers generally do not run properly on a PC. Please visit the Speakers Centre to check for incompatibilities. The technical staff there can fix most of them.