

PRESENTATION GUIDELINES

The following guidelines will provide you with valuable information about the preparation and upload of your presentation file.

GENERAL INFORMATION

Presentations not complying with these guidelines may not play properly, so please be sure to read them carefully. In particular, please pay attention to the timing of your talk and the appropriate number of slides for your presentation.

Upload of presentations can be done either online or onsite in the speaker centre.

All presentations will be saved on a central server connected to the lecture room, which is equipped with a computer, beamer, microphone and lectern.

Personal laptops may not be used. Connection for Macintosh Notebooks will not be available.

PREPARING YOUR PRESENTATION MATERIAL

PCO: Patient - Complication – Outcome

All **cases** should be prepared and presented according to the below PCO guidelines. To facilitate a structured discussion presenters are requested to use a **standardised template, which can be downloaded [here](#)**.

- Describe the case, the complication and time-line.
- Discussion:
 - Patient
 - Was it the right patient for this treatment?
 - Was the treatment the best option for this patient (what were the alternatives)?
 - Were these alternatives discussed with the patient?
 - Was the patient discussed in a multi-disciplinary team?
 - Was a safety checklist filled out?
 - Was the patient informed about this possible complication?
 - Was the complication due to?
 - Wrong indication
 - Material failure or choice
 - Insufficient training
 - Unexpected
 - Avoidable
 - Other
 - How was this complication solved?
 - Did the patient suffer from this complication?
 1. Complication during the procedure which could be solved within the same session; no additional therapy, no post-procedure sequelae, no deviation from the normal post-therapeutic course
 2. Prolonged observation including overnight stay (as a deviation from the normal post-therapeutic course <48 h); no additional post-procedure therapy, no post-procedure sequelae
 3. Additional post-procedure therapy or prolonged hospital stay (>48 h) required; no post-procedure sequelae
 4. Complication causing permanent mild sequelae (resuming work and independent living)
 5. Complication causing permanent severe sequelae (requiring ongoing assistance in daily life)
 6. Death
 - What have you learned from this complication?
 - How was the system in your hospital adapted to prevent this in the future?

Formal and technical requirements

1. **Format:** Presentations will be accepted in MS PowerPoint (*.pptx) format only. Macintosh presentations (i.e. Keynote) cannot be accommodated.
2. **Videos:** If your presentation contains videos, always remember to embed them directly into the PowerPoint file and save it as .pptx. Videos cannot be embedded in .ppt files.
3. **Language:** As the official congress language is English, all presentations have to be given in **English**. If English is not your native language, we recommend that you have your presentation proof-read by a native speaker if possible.
4. **Advertising:** Advertising of products is **prohibited**. Please make sure that your presentation provides objective information based on scientific methods generally accepted in the medical community, and is free of commercial bias.
5. **Patient anonymity:** Please make sure that no patient names or any other information allowing the identification of a patient appear in your presentation material. **Patient anonymity must be ensured** at all times.
6. Presenters must be sensitive to diversity and ensure that their presentations are **free from any content** (whether oral or visual) **that may be perceived as discriminatory or derogatory**. CIRSE reserves the right to exclude non-compliant speakers from presenting at future meetings.
7. **Copyright reserved material:** It is the author's responsibility to ensure that each part of the slide show (figures, tables, images, etc.) is free of any third party right and/or cited correctly.
8. **Conflicts of interest:** According to the CIRSE disclosure policy, all **presenters must disclose potential conflicts of interest** on the cover slide of their presentation.
9. **Please note that macros should not be used and flash-animations are not supported.**
10. **Timing and number of slides:** When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, **2-2.5 slides per minute** is a reliable rule. A higher number of slides will invariably result in your lecture running over the allocated time.
11. **File name:** The name of the presentation file should include the presenter's name and the presentation number. To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, { etc.) to name your presentation.

Slide design

1. **Aspect ratio:** The aspect ratio of your presentation should be **16:9**.
2. **Font size:** The minimum recommended text size for easy viewing is 20 points.
3. **Fonts:** Do not use special fonts which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.
4. **Text:** Your guiding principle should be **"As much as necessary, as little as possible"**. The text should be concise and to the point; key facts should be highlighted. No more than seven text lines should be used on one page.
5. **Colours:** Colours should be used sparingly. Choose colour combinations that make your text easy to read (avoid red and green).
6. **Layout:** Keep data on the slides simple. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and the easiest to read on the screen.

FILE UPLOAD

Presentations can be uploaded either **online or onsite at the speaker centre**. Please make sure to upload your file/s at least 2 hours prior to the beginning of the corresponding session.

In case of an online upload, please visit the speaker centre onsite at least 90 minutes prior to your session in order to test the correct display and functioning of your presentation on the congress computers.

Speaker centre opening hours:

| | |
|------------------|---------------|
| Thursday, June 1 | 07:30 - 18:00 |
| Friday, June 2 | 08:00 - 18:00 |
| Saturday, June 3 | 08:00 - 12:00 |

Due to space and time limitation at the speaker centre, presentations should preferably be prepared and edited before submission. Thus, please bring your presentations in a ready-to-upload format.

DURING YOUR SESSION

1. **Arriving at the lecture room:** Please arrive at the room at least 10 minutes before the session starts. This will allow you to meet the moderator(s) of your session and to familiarise yourself with the set-up at the lectern and the presentation equipment. Staff will be around to help you.
2. **Speaking:** Be sure to speak into the microphone and towards the audience. Speak clearly and rather more slowly than normal. Remember a high proportion of the audience is not native English speakers; do not use slang or colloquial expressions.
3. **Timing:** Do not run over your allotted time slot. Please pay attention to the clock, which will indicate how much time you have left to speak. In order to be fair to the other speakers in your session, the audience and the time schedule of the congress, the moderators have been instructed to stop your presentation, if it runs over the allocated time slot.
4. Press and hold the CTRL key and click the left mouse button to turn your **mouse curser into a pointer**. Please refrain from using an external laser pointer.

Should you require any assistance, please contact scientific@cirse.org.

Thank you for your kind co-operation!
Your ICCIR Scientific Department