

Guidelines for Invited Speakers

Please find below some important and useful information for your presentation:

Presentation Slides

Your first slide should be the title slide with your presentation title, your name and credentials, your institution or company and your city and country.

In compliance with CE/CPD requirements all speakers have to complete a conflict of interest form. Therefore, your second slide should disclose any Conflict of Interest. You can simply list the conflicts or write “Nothing to Disclose”. Note: *You need to address the disclosure at the beginning of your presentation for at least 30 seconds to allow enough time for the audience to review and digest the information.*

Please click [here](#) to download the template slide set consisting of the presentation title slide, Conflict of Interest slide and the general WSAVA 2023 slide.

Presentation Upload

All presentations will be saved on a central server connected to the Session Halls, which are equipped with computers/beamers/microphones and supported by dedicated operators

If you are using a PowerPoint presentation (or any other PC-based application), please note that you should deliver it on a USB Memory stick to one of the technicians in the Speakers' Ready Room as soon as you arrive to the venue in the morning – and at least 30 minutes before the scheduled start of the session.

It is preferable to use the conference computers in the Speakers' Ready Room. These are supplied with Office 2019 (at the very least) and the native ratio of the projection on the screen is **16:9**.

Less recommended: You may use your own laptop. In this case, you will need to ensure that it has a HDMI socket for the external signal, and you will need to advise one of the technicians in the Speakers' Ready Room. It will also need to be tested in the session hall where your lecture is taking place, either during the coffee or lunch break before the session, and at least 30 minutes before the session starts.

Adding Video Films to a Presentation

If the PowerPoint presentation includes video clips, please make sure that you carry out a test with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive to the venue in the morning. You will also need to ensure that the videos are working well, in the hall where your lecture is taking place, at least 30 minutes before the start of the session.

An Important Note for Macintosh Users

To use MAC presentations on a PC compatible computer, please note that you will need to prepare it according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint based PC).

Bringing your own Laptop

- Make sure your laptop has a HDMI Video out port
- Update the technicians in the Speakers' Ready Room that you will be using your personal laptop for your presentation/s upon arrival to the Congress..
- Test the Projection in the allocated hall of your session/s