



## Presentation Guidelines

Welcome to the First Joint- International Pediatric Endosurgery (IPEG) and European Society of Paediatric Endoscopic Surgeons (ESPES) Surgical Scientific Meeting! We are delighted that you will be presenting at our event. To help ensure that your presentation runs smoothly, we have compiled this detailed presenter's guide. Please read this guide carefully and contact us if you have any questions.

### Step 1: Prepare Your Presentation

1. The meeting language is English, text on slides and your presentation need to be in English
2. Create a title slide with the title of your presentation, your name, and your institution.
3. Include a conflict of interest/disclosures slide to disclose any relevant financial or personal relationships that could be perceived as a conflict of interest. If you do not have any disclosures, simple state "Nothing to disclose".
4. There is no slide deck; please use the slide lay out of your choice.
5. Please use the standard Widescreen (16:9): 13.33 inches by 7.5inches
6. Prepare your quick shot, long, and short oral presentations to fit within the allotted time. For quick shot presentations, prepare a concise, focused presentation.
7. If you are doing a video presentation, create a video that is at most 5 minutes and includes a clear explanation of your research or clinical case and a disclosure slide. There is no narration from the podium, all narration needs to be included in the video and in English.

### Step 2: Presenting Your Work

1. For **long oral presentations**, you will have 5 minutes to present and 2 minutes for questions and answers.
2. For **short oral presentations**, you will have 3 minutes to present and 2 minutes for questions and answers.
3. For **quickshot presentations**, you will have 2 minutes to present and 1 minute for questions and answers. Usually this ends up being about 3 to 5 slides max.
4. For **video presentations**, you will have 5 minutes to present and 2 minutes for questions and answers.
5. Please be prepared to answer questions from the audience.



### Step 3: Ensure That Your Presentation is Copyright Compliant

1. All graphics used in your presentation should be free of copywriting restrictions.
2. If you are doing a video presentation, we request NO background music.

### Step 4: Submit Your Presentation Ahead of the Conference

1. Upload your presentation to the conference website (Link provided soon) by June 16<sup>th</sup>, 2023.
2. Make sure to include all necessary slides, including the title slide and conflict of interest/disclosures slide.

### Step 5: Visit the Speaker Ready Room

1. Visit the speaker ready room at the conference site to confirm that your presentation runs properly.
2. Make sure your presentation is compatible with the conference system and set up correctly.

### Step 6: Review the presentation success tips

1. Keep it simple: Use clear and concise language in your presentation. Keep the content simple and to the point. Avoid using too many bullet points or too much text on a single slide.
2. Use a legible font: Use a legible font that is easy to read from a distance. Stick to a simple, sans-serif font like Arial or Calibri.
3. Use high-quality graphics: Use high-quality graphics and images to support your presentation. Make sure that the graphics and images are relevant to the content on the slide.
4. Use a consistent design: Use a consistent design throughout your presentation to maintain a professional look. Choose a color scheme and font that are consistent throughout the presentation.
5. Limit animations and transitions: Use animations and transitions sparingly. Overuse of animations and transitions can be distracting and take away from the content of your presentation.
6. Use appropriate slide layouts: Use appropriate slide layouts to help organize your content. Use headings, subheadings, and bullet points to create a logical flow of information.
7. Use a strong opening and closing: Use a strong opening and closing to capture and maintain the attention of your audience. A good opening can set the tone for the rest of the presentation, while a strong closing can help reinforce your key points.
8. Practice your presentation: Practice your presentation to ensure that it runs smoothly and that you are familiar with the content. Time your presentation to ensure that it fits within the allotted time for your session.
9. Please remember that most of the audience is non-native English speaking, therefore speak slowly and clearly and avoid abbreviations.

We hope this presenter's guide has helped prepare for the International Pediatric Endosurgery (IPEG) and European Society of Paediatric Endoscopic Surgeons (ESPES) Scientific Meeting. If you have any questions or concerns, please do not hesitate to contact us at [ipeg.espes2023@gmail.com](mailto:ipeg.espes2023@gmail.com) . We look forward to your participation in our event!

