10ᵗʰ EfCCNa Congress

Instructions for Oral Abstract Presenters

1. **Presentation slot and time**
    - The day, session number and time slot of your presentation can be found in the attached full programme. This programme can also be downloaded from the scientific programme page of the Congress website.
    - Please note that the time slot within the session is subject to change due to last-minute cancellations or changes. Please make sure to be on time in the meeting room before the session starts.
    - The presentation time - **including questions** - is maximum **15 minutes**. It is preferable that you talk for 12 minutes and take some questions, but if you talk for 15 minutes we will not have time to take questions. You are kindly requested to adhere strictly to the allocated time. It is essential that all presentations are kept to the programme timetable.

2. **Slides format**
    - Please prepare your slides in a 16:9 format.
    - Please keep the number of slides to a minimum (we recommend no more than 10). If presenting a research study, please understand that the audience will be mainly clinical nurses, not researchers. We recommend that you keep your methods slides to one slide, and please focus your results and discussion on what is important for the ICU nurse to take away from this presentation.

3. **Uploading of the presentation**
    - Please bring your presentation **on a USB flash drive**.
    - All presentations must be uploaded well in advance. This must be done on **Wednesday 12 March** during pre-registration and the Welcome Reception, **between 17.30-19.30 hrs**., **in meeting room of your session.** Please consult the programme for the meeting room. Please report to the technician who will help you with the uploading of the presentation.
    - If you do not arrive on Wednesday, please make sure to upload your presentation in the meeting room of your presentation at your earliest convenience, the day before your session during at the start of the lunch break, or at least 30 minutes before the start of the 1ˢᵗ session of that day.
    - *Note that it is not possible to review the whole presentation slide by slide or make amendments in your slides during the uploading process!* Please make sure your presentation is final before that time.

4. **Audiovisual equipment**
    - All meeting rooms are equipped with a data projector, a laptop a laptop and a PowerPoint clicker/laser pointer.
    - Please note: **it is not possible to use your own laptop.** If you have a Mac, please see point 6.
    - A technician will be present in the meeting room during all sessions to assist speakers and to operate sound and light.

5. Meet the chairperson
- Please meet the chairpersons in your meeting room some 10 minutes before the session starts.

6. Important note for Apple Mac users
- Apple Mac users should convert their presentation to PowerPoint.
- In order to use Mac presentations on a Windows laptop please note that you need to prepare it according to these instructions:
    - Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PowerPoint based computer/laptop).
    - Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PowerPoint based computer/laptop.
- It is your responsibility to check in advance that your presentation will work correctly on the Windows laptop software that is provided in the meeting room. As a backup, please bring your own MacBook, together with all necessary connection cables.

Questions?
Please contact the Congress Organiser, Babette Schmidt
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