HOW TO TRANSMIT YOUR POWERPOINT PRESENTATION (PPT) TO CUA

- Bring your PPT on a USB key to the meeting.
- As soon as you arrive or at least 3 hours before your presentation, please go to the Speaker Ready Room (room 2102B) to upload your PPT.
- Presentations should not be uploaded in the session rooms directly. The main server in the Speaker Ready Room is networked with the plenary room as well as all poster rooms.
- Using individual laptop computers is not permitted.

PREPARING YOUR PPT

Technical Guidelines

- **Slide Size**: Widescreen 16:9.
  - To adjust the size of your PPT please go to Design> Slide Size and select "Wide Screen (16:9)".
- **File type**: Only .ppt or .pptx are accepted. PCs will be used for presenting, so please test your PPT created on a Mac in the speaker ready room.
- **Videos**: Copy your PPT and all separate video files that you included into a folder on a USB key. In that way we can re-embed videos onsite if necessary.

Content

- **Talk Length**: 2 min + 2 min for questions and answers.
- **PPT slide limit**: Cover slide + disclosure slide + 2 slides.
- **Obligatory Disclosure Slide**: As a requirement for the CME accreditation of the program all presenters must include a Potential Conflict of Interest slide in their PPT.
  - Please download this template to disclose your potential conflicts of interest.
  - If you do not have any potential conflicts to disclose, please include a slide with the statement: "I have no conflict of interest to disclose."

PREPARING YOUR POSTER

If you don’t print your poster in the right size, it will not fit on the poster board!

- Each poster must have a top label indicating the title of the poster, the names of the authors and their affiliations. The size of the characters for the title should be at least 0.8" (2 cm) high.
- **Minimum font size**: 0.4” (1 cm).
- Keep illustrative material simple. Simple use of colour is effective for adding emphasis.
• Simple "Introduction" and "Conclusion" sections are usually helpful. When feasible, use graphs for demonstrating qualitative relationships, use tables for precise numerical values.
• **Do not mail posters** in advance, they may not arrive in time or at the right place; bring them with you to the conference.

BEST MODERATED POSTER AWARD
Each session will be awarded with a best moderated poster presentation. The chairs of your session will be the judges. Come prepared and good luck!

AT THE CONFERENCE

1) **Registration:** Please go to the main registration desk to pick up your registration package.

2) **Speaker Ready Room – 2102B:** Presenters should upload and review their presentation in the Speaker Ready Room no later than 3 hours prior to their scheduled presentation. The Speaker Ready Room will be staffed with a technician who can assist with any compatibility or formatting issues.

   **Hours of Operation:**
   - Friday, June 28: 1200-1700
   - Saturday, June 29: 0700-1800
   - Sunday, June 30: 0700-1630
   - Monday, July 1: 0700-1530

3) **Poster setup:** Please setup your printed poster between 7:00 and 7:30 in the morning before your poster session starts. Velcro and push pins will be provided. Your poster board is marked with your poster number. It consists of MP followed by the last two digits of your program number. E.g MP.10. Your program number (e.g. MP-1.10) is indicated in the online program at [https://2019.cua.events/mobis/programme](https://2019.cua.events/mobis/programme) (Onsite the WebApp can be used for the same purpose). Click on the Poster Session to see all presentations with their program numbers. After setting up your poster, take the time to familiarize yourself with the AV, to meet your chair person and ask questions to the technician.

4) **Session Format:** There will be a 20-30 min viewing period for all posters starting at 7:30. Then the moderated posters will present one after the other for 2 min + 2 min Q&A.

5) **Poster removal:** Posters have to be taken down immediately after the end of the session. The CUA 2019 Secretariat cannot accept liability for lost or damaged posters. The CUA 2019 Secretariat will not mail posters to authors after the meeting. Posters that weren’t removed will be discarded.

**Should you have any questions not addressed in this document, please email leona@iseventsolutions.com.**