



35th CONGRESS OF THE EUROPEAN FEDERATION OF SOCIETIES
FOR ULTRASOUND IN MEDICINE AND BIOLOGY
EUROSON 2024
NAPLES ITALY NOVEMBER 9|11

Presidents: **C. Ewertsen, G. Vallone**
Organizing Committee: **V. Cantisani, F. Piscaglia, G. Iannetti, S. Spiezia**
Chair Scientific Committee: **C. Serra**

Guidelines for Speakers and Moderators

For Speakers: before the congress

How to CREATE your PPT

The PPT templates are available on our website <https://eventi.siumb.it/euroson2024/speakers>. The faculty members participating in any EUROSON 2024 session ought to use the templates provided on the website.

Presentation:

- Please use PPTX (MS PowerPoint) format **16:9**. Keynote presentations are not allowed.
- Please make sure that your presentation is within the time limit. Planned time for each presentation can be seen in the invitation letter and in the program. <https://eventi.siumb.it/euroson2024/synoptic/>
- Please include any conflict of interest that must be disclosed in the second slide or leave the sentence “I do not have any conflict of interest to disclose”.
- Demonstration of all audio-visual materials will be unitary, using only organizer-provided equipment.
- **All video files**, integrated in PPTX presentations must be also submitted as separate files in **.mp4 format**.
- Do not include patient names on the slides. Patient anonymity should be protected at all times.
- Please avoid including commercial references.

A few useful tips and tricks to prepare your presentation:

- Screen size goes down — font size goes up;
- Spacing between text lines can enhance readability;
- The smaller the screen size you are designing for, the higher the contrast should be on the key information on the slide;
- Vary your slide design to maintain audience focus;
- Reduce the visual noise;





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- Create consistency in design; (Titles should be the same size and color; Main body text should be the same color; Photography style should be similar across all images etc.)

Guidelines for submitting the presentations:

- Please specify the file name as “surname_EUROSON2024”, e.g. `lkfhkfsdlla_EUROSON2024.ppt`;
- All presentations must be submitted until October 30, 2024 (18:00 CET) on <https://vcmsrl.wetransfer.com>
- In case of any technical problems during the upload, please contact euroson2024@siumb.it

For Speakers: during the congress

Check-in

Please arrive **an hour before** the start of your session (not presentation, but the overall session), in order to familiarize yourself with the audiovisual equipment and meet the session moderators.

Please report to the speakers' desk located next to the registration desk to receive / scan your badge and any assistance you may need. You will be able to access the Slide Center (**Piliero Room**), where you will be able to check your presentation.

You will have designated seating in the first row of your session's room. For the presentation you can choose between headset or lectern microphone. Technician will put on a headset for you before the session. Each room will have a countdown timer for your convenience.

For moderators

Please report to the speakers' desk located next to the registration desk to receive / scan your badge and any assistance you may need. Please arrive **15 minutes before your session** to familiarize yourself with the room, technical set-up and meet the speakers of your session.

Please, make the Speakers of your Session respect thoroughly scheduled timing to avoid delays and overlappings with the following Sessions.

Thank you for your kind cooperation!

