

ORAL PRESENTERS

Oral presentations will be strictly limited to six (6) minutes to allow opportunity for question from other attendees.

To submit presentations, files must save as PowerPoint (.pptx file) in widescreen 16:9 format (images from standard 4:3 formats will appear stretched) with compression of photos and videos to reasonable sizes. A google form is provided for upload <https://forms.gle/AKBvoZEpv9vKnHZu7>

It is recommended that notes are inserted in **Presenter View** to facilitate remote slide advancing (this is happening manually on central PC with davidbrinkman@rcsi.ie at the controls (+353 85 717 0236). Otherwise you will have to announce “next slide” for your slide to be advanced.

Use USB audio headset / mic combination if available or as a second-best, smartphone earbuds with integrated microphone to optimise sound quality.

Deadline for uploads is Friday 9th October 2020 10 AM.

Generally, any visuals (not written words) that look acceptable on a 15-inch monitor will also look good when projected.

A minimum slide typeface of 24 / 28 point is recommended for body text.

Use colour for emphasis only. White or yellow lettering on a blue background is contrasty and easy to read. TRY AND AVOID BLUE, RED or GREEN text.

For optimal legibility, use a maximum of six lines of text and six words per line per slide: less is more.

Keep illustrations simple. Significance of data can be grasped more quickly in a simple graph form than in tabular form. Use rounded figures. Use captions sparingly.

Images: JPEG files are the recommended format for images.

Avoid a slide of references at the end of your presentation as these are often illegible.

Sound and Video Clips: Solution 1: Use PowerPoint 2013 or later to embed the clip into your presentation file. This ensures that the clip will be in the correct location when the file is unpacked on the IOS presentation computer. Solution 2: Location of audio/video files: Create the presentation with the audio/video files in the same folder. PowerPoint looks in the immediate folder before generating the error that states it cannot find the audio/video file. We will check your video clips to make sure they have been embedded correctly. All drivers on the presentation PC will be updated.

The IOS promotes scientific integrity and transparency. **AUTHORS SHOULD NOT FAIL TO DISCLOSE CONFLICTS OF INTEREST RELATED TO FINANCIAL SUPPORT FOR THEIR STUDY IN THEIR PRESENTATION**; all authors will be considered equally responsible. It goes without saying that use of recognisable patient images requires express consent from the patient.

If there are technical gremlins on the day please be ready to present your talk earlier or later than shown on the program.

POSTER PRESENTERS

To submit presentations, files must save as PowerPoint (.pptx file) in widescreen 16:9 PORTRAIT format (images from standard 4:3 formats will appear stretched) with compression of photos and videos to reasonable sizes. A google form is provided for upload <https://forms.gle/AKBvoZEpv9vKnHZu7>

If totally necessary, a .pdf file should also be acceptable for presentation.

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