

IGCS 2024 Digital Speaker Ready Room

Presentation and Moderation Guidelines

Welcome to the IGCS 2024 resources page for speakers, presenters and moderators designed to guide you in your preparation for the IGCS 2024 Meeting. Reference the section below specific to your presenter type/role within the meeting and follow the outlined steps. If you have any questions, please contact igcs_abstracts@kenes.com.

QUICK ACCESS TO GUIDELINES

Review the moderation and presentation guidelines below based on your role and session type. [General Moderation](#)[Poster Rounds Moderation](#)[PPT Presentation](#)[Surgical Film Presentation](#)

TEMPLATES

[Checklist](#) *View the checklist to see the presentation requirements based on your abstracts acceptance type. [PPT Slides](#) Use this template if you are an oral abstract presenter in a Plenary session or an invited speaker. [IGCS Poster Talk PPT Slide](#) Use this template if you are a short oral abstract presenter in an IGCS Poster Talk session. This template should be used during your presentation in the session hall. For the additional E-Poster upload, please refer to the E-Poster template. [E-Poster](#) Use this template to prepare your E-Poster for upload into the IGCS 2024 E-Poster Gallery. E-Poster upload is requested for abstracts accepted into the categories: IGCS Poster Talk, Featured Printed Poster and E-Poster.*

DEADLINES

Wednesday, July 10, 2024

Registration deadline for **regular abstract and surgical film presenters**

Thursday, August 1, 2024

Registration deadline for **late-breaking and trial-in-progress abstract presenters**

Tuesday, September 10, 2024

- **PowerPoint slide collection deadline for:**
 - oral abstract presenters in Plenary sessions
(use PPT Slides template)
 - short oral abstract presenters in IGCS Poster Talk sessions *(use IGCS Poster Talk PPT Slide template)*
- **E-Poster upload deadline** for acceptance categories IGCS Poster Talk, Featured Printed Poster and E-Poster *(use E-Poster template)*
- **Surgical film collection deadline** *(if approached by the meeting organizers)*

WHAT TO PREPARE?

As a session chair/moderator you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - submitting a biography and a photograph (headshot) for the meeting portal
- **Follow the Moderation Guidelines** applicable to you based on the session you were assigned to***.
 - [General Moderation Guidelines](#) (all scientific sessions in the Auditorium, Liffey A & B)
 - [Poster Rounds Moderation Guidelines](#)

**If you will not be able to attend the meeting in person, please contact us urgently at vdanielsen@kenes.com.*

***A link was emailed to chairs and moderators in CME-accredited sessions (excluding Poster Rounds). If you did not receive it, please email us at: igcs_abstracts@kenes.com*

****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application.*

As an expert reviewer of an oral abstract in a Plenary session you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - submitting a short biography and a photograph (headshot) for the meeting portal
- Prepare a PowerPoint presentation following the general

PPT guidelines [below](#)

- **IMPORTANT:** Due to a tight schedule, you are requested to keep the number of slides to a minimum (no more than 5) ensuring that you can present them within the assigned presentation slot and leave a minute for questions. Q&A time is included in the expert reviewer's assigned presentation slot.
- You will receive the slides of the abstract(s) for your distillation by September 30 or as soon as provided by the oral presenter(s).
- You are requested to upload your final PowerPoint slide deck to the Speaker Ready Room (SRR) onsite***. In addition, if possible, please send your slides via email to vdanielsen@kenes.com by **October 7** for moderator review.
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

What is an expert review?

This year we are introducing a renewed form of expert reviews in the plenary sessions where reviewers are tasked to provide a deeper understanding of the presented oral abstract(s) by highlighting what we know now and where we are going, and how to apply data in clinical practice. When discussing implications for practice, please also consider how much of the study findings are applicable across different resource settings. Including resource constrained settings in high income countries as well as in LMIC where possible is highly encouraged.

Important: Due to a tight schedule, you are kindly requested to avoid sharing the exact same slides as the oral abstract

presenter. Expert reviewer slides are meant only as a means to highlight the main takeaways for the audience.

**If you will be unable to present onsite in Dublin, please contact us urgently at vdanielsen@kenes.com.*

***A link was emailed to you upon invitation acceptance. If you did not receive it, please email asap: igcs_abstracts@kenes.com.*

****Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

*****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application.*

As an invited speaker you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - submitting a short biography and a photograph (headshot) for the meeting portal
- Prepare a PowerPoint presentation following the guidelines [below](#) (not applicable to panel moderators & panel discussants)
 - Upload your final PowerPoint slide deck to the Speaker Ready Room (SRR) onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you will be unable to present onsite in Dublin, please contact us urgently at vdanielsen@kenes.com.*

***A link was emailed to you, if you did not receive it, please email asap: igcs_abstracts@kenes.com.*

****Please note that if you are using slides, then uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

*****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application.*

As an oral abstract presenter in a plenary session you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - submitting a biography and a photograph (headshot) for the meeting portal
- Prepare a **talk** based on the length indicated in your [session outline](#) and a **PowerPoint** presentation following the guidelines [below](#)
 - Send your PowerPoint presentation slide deck to vdanielsen@kenes.com **by September 10, 2024** for review by the session moderators
 - Upload your final PowerPoint slide deck to the Speaker Ready Room (SRR) onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you or another of your co-authors will not be able to*

attend the meeting in person, please contact us urgently at vdanielsen@kenes.com.

******A link will be emailed to you shortly. If you do not receive it by the end of June, please email us at: igcs_abstracts@kenes.com

*******Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.

********Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application. Please also note that if you are the presenting author of a poster in addition to your oral presentation, this will not be visible in the interactive program. Poster information is accessible only to registered attendees via the mobile application closer to the meeting.

As a short oral abstract presenter in an IGCS Poster Talk session you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - submitting a biography and a photograph (headshot) for the meeting portal
- Prepare an **E-Poster** and an optional short MP3 voice recording (3-5 minutes) for the Online Poster Gallery following the guidelines [below](#)
- Prepare a **3-minute long talk** and a **PowerPoint presentation of 1 slide** (excluding title and disclosure slide) following the IGCS Poster Talk PPT guidelines [below](#)
 - Send your PowerPoint presentation slide deck to vdanielsen@kenes.com by **September 10, 2024** for

review by the session moderators

- Upload your final PowerPoint slide deck to the Speaker Ready Room (SRR) onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you or another of your co-authors will not be able to attend the meeting in person, please contact us urgently at igcs_abstracts@kenes.com. IGCS Poster Talk presentations are scheduled to take place only live onsite and if you are unable to travel to Dublin, your presentation type will be changed to E-Poster.*

***A link will be emailed to you shortly. If you do not receive it by the end of June, please email us at: igcs_abstracts@kenes.com.*

****Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

*****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application. Please also note that if you are the presenting author of a poster in addition to your short oral presentation, this will not be visible in the interactive program. Poster information is accessible only to registered attendees via the mobile application closer to the meeting.*

As a featured printed poster presenter you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Prepare a **printed poster** and bring it onsite to mount on your designated poster board – see [below](#) for more details
- Prepare a **short talk (up to 4 minutes)** to be held during your designated slot in front of your printed poster

during a Poster Rounds with the Professors session.**
There will be **no** slideshow presentation.

- Prepare an **E-Poster** and an optional short MP3 voice recording (3-5 minutes) for the Online Poster Gallery following the guidelines [below](#)

**If you or another of your co-authors will not be able to attend the meeting in person, please contact us urgently at igcs_abstracts@kenes.com. Featured printed poster presentations are scheduled to take place only live onsite and if you are unable to travel to Dublin, your presentation type will be changed to E-Poster.*

***The Poster Rounds sessions will be held during the networking & coffee breaks as specified in the [program](#). The exact date and time of your session will be sent to you closer to the meeting.*

As an E-Poster presenter you will need to:

- [Register for the meeting](#) (in-person or on-demand category)
- Prepare an **E-Poster** and an optional short MP3 voice recording (3-5 minutes) for the Online Poster Gallery following the guidelines [below](#)

Please note – there are **no designated presentation slots for E-Poster presenters. Instead, IGCS 2024 attendees will be able to view your E-Poster via the Educational Platform, Mobile App and onsite E-Poster Stations.*

As a featured surgical film presenter you will need to:

- [Register for the meeting](#) (in-person attendance*)
- Provide the required information in your IGCS 2024 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice

- submitting a biography and a photograph (headshot) for the meeting portal
- Prepare for your session following the guidelines that will be sent to you additionally via email closer to the meeting. You are expected to do a live narration of your film during your session. After your presentation, the moderators will engage you in Q&A. For additional information, please see [below](#).
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).***

**If you or another of your co-authors will not be able to attend the meeting in person, please contact us urgently at igcs_abstracts@kenes.com. Featured surgical film presentations are scheduled to take place only live onsite and if you are unable to travel to Dublin, your presentation type will be changed to an on-demand surgical film presentation in the online Surgical Film Cinema – an on-demand session with no designated presentation slot.*

***A link will be emailed to you shortly. If you do not receive it by the end of June, please email us at: igcs_abstracts@kenes.com.*

****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the meeting – the mobile application. Please also note that if you are the presenting author of a poster in addition to your featured film presentation, this will not be visible in the interactive program. Poster information is accessible only to registered attendees via the mobile application closer to the meeting.*

As an on-demand surgical film presenter you will need to:

- [Register for the meeting](#) (in-person or on-demand category)

- Provide the required information in your IGCS 2024 online profile* which includes:
 - completing the Conflict of Interest Disclosure Form
 - reviewing the Publication Consent Notice
 - Submitting a biography and a photograph (headshot) for the meeting portal*

**A link will be emailed to you shortly. If you do not receive it by the end of June, please email us at: igcs_abstracts@kenes.com.*

***Please note – there are no designated presentation slots for films allocated to the Surgical Film Cinema. Instead, IGCS 2024 attendees will be able to view on-demand surgical films onsite as well as online via the IGCS Educational Platform for up to 3 months after the meeting.*

POWERPOINT PRESENTATION GUIDELINES

Prepare a PowerPoint presentation if you are:

- **Invited speaker** (not necessary for panel moderators, panel discussants and surgical film presenters)
- **Invited oral abstract distillant** (number of slides as indicated in your invitation)
- Abstract presenter selected for **oral presentation in a Plenary session**
- Abstract presenter selected for **short oral presentation in an IGCS Poster Talk session** (1 slide excluding title and disclosure slide)

Please note:

In compliance with CME/CPD requirements, all speakers and oral presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name**

and presentation title.

- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add “No Disclosures”. You can download a template from the Templates tab below.
- We recommend that you label all slides that include unpublished data with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.
- The copying and recording of the presented content is prohibited (see [Code of Conduct](#)). Presenters are encouraged to indicate in their presentations that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9. Click [HERE](#) for information on how to change the ratio to 16:9 in PowerPoint in order to avoid misplacement of text and pictures when presenting.
- **Further Guidelines:** For further tips and guidelines for your presentation, click [HERE](#).
- [DOWNLOAD](#) the standard IGCS 2024 PowerPoint slide deck template applicable to **oral abstract presentations** (Plenary sessions) and **invited speaker lectures**.
- [DOWNLOAD](#) the required IGCS Poster Talk PPT template for **short oral abstract presentations** (IGCS Poster Talk sessions).

Presenters of abstracts selected for **short oral presentation**

in an IGCS Poster Talk session, are requested to:

- Prepare a PowerPoint presentation of **1 slide** (excluding title and disclosure slide) to be used during their 3-minute short oral presentation onsite. You can download a template [HERE](#).
- Follow the [general PowerPoint presentation guidelines](#) regarding inclusion of COI disclosure slide, PPT layout and ratio, PPT collection and onsite upload.
- Prepare a separate file following the [E-Poster guidelines](#) for upload into the Online E-Poster Gallery. *(Please note: The E-Poster will not be used during presentation. It aims to provide higher visibility for your work within the Online E-Poster Gallery and it is in a different format than the 1-slide PPT file for your onsite presentation.)*
- You can bring your slides to the Speaker Ready Room (SRR) on a USB stick. The SRR is located on the level 5 of the meeting venue and will be clearly signposted onsite. Please refer to the next section for the SRR opening hours.
- You are asked to only use the meeting computers in the session halls for presentation purposes. We will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session.*
- Please upload your presentation slides in the SRR as soon as you arrive at the venue in the morning and **at least 1 hour before the start of the session**.
- If you combine video clips with PowerPoint, please make sure to test it in the SRR during a coffee or lunch break prior to your session and at least **2 hours before the start of the session**. In the SRR, a technician will assist you in checking whether the sound and picture from the video are transmitted well. Please make sure to

repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

**Please note that in accordance with the CME/CPD accreditation requirements, you may be requested to submit your presentation slides in advance of the meeting via email. Furthermore, oral and short oral abstract presenters are required to send their slides via email by September 10, 2024, for review by the session moderators. In such cases, you will be contacted directly by the meeting organizers with more information. Sending the slides via email is only for review purposes and you are still required to upload the slides in the Speaker Ready Room onsite at least 1 hour before your session.* The Speaker Ready Room is located in the Foyer on Level 5 and will be open as follows.

- Tuesday, Oct. 15, 16:00 – 18:00
- Wednesday, Oct. 16, 07:30 – 18:00
- Thursday, Oct. 17, 07:00 – 17:00
- Friday, Oct. 18, 08:00 – 17:00

**Please upload your presentation slides in the SRR at least one hour before your session starts.* To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial or Calibri (Special characters might be changed to a default font on a PowerPoint-based PC).
3. Insert the images as JPG or JPEG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

ONSITE FEATURED PRINTED POSTER GUIDELINES

Prepare a printed poster if you are:

- Abstract presenter selected for **featured printed poster presentation** in a Poster Rounds with the Professors session

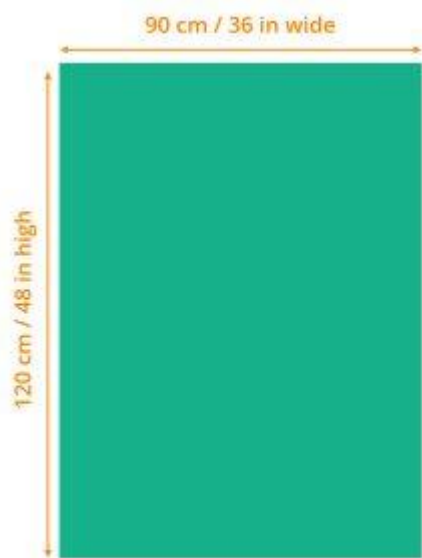
Please note:

- The Poster Rounds with the Professors sessions are scheduled to take place on October 16, 17 and 18 in the 45/60-minute networking & coffee break slots as per the [program](#). The exact timing of each presentation will be sent to the presenter via email closer to the meeting and will be published here.
- Designated **poster board numbers** are sent to all registered presenters of abstracts selected for featured printed poster presentations closer to the meeting.
- Poster boards are located in the Poster Area on the ground floor of the meeting venue next to Registration.
- The copying and recording of the presented content is prohibited (see [Code of Conduct](#)). Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



- The dimensions of the poster board are **PORTRAIT**.
- It is recommended that posters are prepared on **one sheet** of material.
- It is recommended that your poster be no larger than **90 cm wide x 120 cm high (36 x 48 in)**.

- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of six feet (two meters).
- Tape/pins and other technical equipment will be available onsite for the mounting of posters. Please refer to the **Poster Help Desk** in the Poster Area onsite for any questions upon arrival.
- You can download a portrait poster sample with arrangement tips from [HERE](#). Before printing, please double-check the dimensions with your print service provider to avoid low print quality.
- Please note that you are required to print and bring your own poster(s). The meeting does not offer printing facilities onsite.



Mounting and removal hours will be published here closer to the meeting and sent via email to all registered featured poster presenters.

IMPORTANT:

- You are expected to prepare and bring your printed poster to the meeting venue. There will be no printing facilities onsite.
- If you miss the official poster mounting hours, please mount your poster as soon as you arrive at the meeting

venue during the official IGCS 2024 opening hours and before your session takes place.

- If you have not removed your poster by the designated removal time, the poster will be removed and discarded.
- There will be a Poster Helpdesk onsite for any assistance, as well as double-sided tape for the poster mounting. Please mount your poster based on your allocated number sent to you 2-3 weeks before the meeting, and attend the designated slot for your presentation.

E-POSTER GUIDELINES

Prepare an E-Poster if you are:

- Abstract presenter selected for **short oral presentation in an IGCS Poster Talk session**
- Abstract presenter selected for **featured printed poster presentation in a Poster Rounds session**
- Abstract presenter selected for **E-Poster presentation**

Please note:

- Only E-Posters of registered participants will be displayed in the E-Poster Gallery.
- You have the option to upload an MP3 file together with your poster – see below for more details.
- Poster presenters will be contacted via email by the end of July with a dedicated link to upload their E-Poster(s).
- Deadline for uploading your E-Poster: **September 10, 2024**
- **Publication Consent:**
 - By uploading your E-Poster and audio file, you agree to have it published in the official meeting publications and on the meeting website, educational platform, mobile application and society website for the duration of 3 months following the IGCS 2024 Meeting. For more details,

visit our [Copyright Policy](#) page.

- The copying and recording of the presented content is prohibited (see [Code of Conduct](#)). Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied.

To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



Please upload your E-Poster as a **1-page PDF file in PORTRAIT orientation.**

- **Language:** All E-Posters should be prepared in English
- **File Format:** PDF format – 1 page
- **Orientation:** Create your poster in a standard document software or a portrait-oriented PowerPoint and save it as a PDF file
- **Font types:** Arial or Calibri (optionally, Verdana, Times New Roman or Helvetica)
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and videos are **not** permitted and will be non-functioning
- QR Codes are **discouraged** but if included, it is strictly forbidden to link to any promotional or marketing materials
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents – the system does not support embedded files – audio or video
- Avoid overlapping objects and layers – only the final

view/status will be visible

- When saving your PDF please do **not** use symbols or special characters (ie. +/@/ü) in the file name
- Please do not use headers and footers
- **File size:** Less than 5 MB

For an E-Poster template with arrangement tips, please click [HERE](#).

E-Poster Upload:

- Poster presenters will be contacted via email by the end of July with a dedicated link to upload their E-Posters. Upload deadline: **September 10, 2024**.
- 24 hours after uploading, you can log back in and check how the E-Poster will appear on the online platform. If you wish to make changes, please use the “Edit Files” Button. If you establish any technical issues, please contact us at igcs_abstracts@kenes.com.

MP3 Upload (optional):

- You are encouraged to include a short 3-5-minute audio recording to accompany your E-Poster.
- For instructions on how to record a short audio file for your E-Poster click [HERE](#).
- In case you encounter any difficulties with the format, please contact igcs_abstracts@kenes.com.

SURGICAL FILM GUIDELINES

Invited speakers who plan on presenting a surgical film instead of PowerPoint slides, should contact the meeting organizers as soon as possible at vdanielsen@kenes.com. This is only in the case when the speaker will **not** use slides but instead will narrate a surgical film live during their presentation slot.

Please note:

- Surgical films scheduled for presentation in the session halls need to be sent to the meeting organizers for quality testing in advance of the meeting. The meeting organizers will advise the invited speakers on the means of collection of their films via email. Collection deadline: **September 10, 2024**.
- If you plan on presenting only short clip(s) as part of your PowerPoint presentation as embedded video(s), you do **not** need to submit these in advance via email. Instead, please make sure to test the slides in the Speaker Ready Room (SRR) during a coffee or lunch break prior to your session and at least **2 hours before the start of the session**. In the SRR, a technician will assist you in checking whether the sound and picture from the video(s) embedded in the PPT are transmitted well. Please make sure to repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

Surgical films submitted via the abstract submission portal and accepted for presentation at the IGCS 2024 Meeting should be presented in the format in which they were submitted. Editing your film past the abstract and film submission deadline (April 30, 2024) is **not** permitted.

Featured Surgical Film Presenters:

- Featured surgical film presenters are scheduled to present their films during the Featured Surgical Films session on Friday, October 18, 2024. Please refer to the [program](#) for session details.
- During the session onsite, the meeting organizers will play the featured surgical films muted and the presenters are expected to narrate them live on stage in their presentation slots. After each film, the session chairs will engage the presenters in Q&A and discussion.

- Featured surgical film presenters may be contacted by the meeting organizers regarding resubmission of their film in a higher resolution if necessary. The meeting organizers will advise the means of collection of the films via email. Collection deadline: **September 10, 2024.**

On-Demand Surgical Film Presenters:

- There are no designated presentation slots for films allocated to the Surgical Film Cinema. Instead, IGCS 2024 attendees will be able to view on-demand surgical films onsite as well as online via the IGCS Educational Platform for up to 3 months after the meeting.
- On-demand surgical film presenters may be contacted by the meeting organizers regarding resubmission of their film in a higher resolution if necessary. The meeting organizers will advise the means of collection of the films via email. Collection deadline: **September 10, 2024.**