INSTRUCTIONS FOR ABSTRACT PRESENTERS IN ORAL PRESENTATION SESSIONS

These instructions are related to ERS International Congress accepted abstract presenters in oral presentation sessions.

Oral Presentation sessions are live sessions, including 3 minutes slide show presentations given by authors of accepted abstracts. Abstracts in these sessions will be also published in the e-poster format on the congress platform 2 weeks before the event (i.e. 24 August). Oral presentation sessions two chairpersons are involved and a maximum of ten abstracts are presented and discussed.

To fit the virtual format of the ERS International Congress 2020, the duration of all sessions has been reduced to 1 hour and each presentation has been shortened to 3 minutes. At the start of the session, there will be 2-minute introduction by the moderators. In the second half of the session, approximately 25-30 minutes will be dedicated to Q&A and panel discussion lead by the chairs. Each abstract author will be introduced by the chairs.

BEFORE THE CONGRESS

- **Update** your contact details (email and phone number) on your MyERS profile.

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<td>Please login <a href="#">here</a></td>
<td>Each faculty involved in the ERS Congress programme has automatically received a MyERS account. To enter your profile you need to access the “Reset your password” webpage, enter your email and reset your password. After receiving the link to reset your password, you can access your MyERS account <a href="#">here</a>.</td>
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Please note that we will need your updated contact details and phone numbers to contact you in case of any technical issues before and during your session.

- **Make sure** you have a 5 MB upstream internet connection that is recommended for best results. Cable connection is preferred compared to Wi-Fi for stability. You can test the speed of your connection here: [https://www.speedtest.net/](https://www.speedtest.net/).

- **Make sure** you have the Zoom application installed on the device that you will be using to present your presentation. Please contact programme@ersnet.org in case using the Zoom application won’t be possible on your device.

- **Prepare** your 3 minutes PowerPoint presentation and upload it to the platform. Please include in your presentation a voice recording (see instructions below). The pre-recorded presentation will only be played in case you are facing connection problems during the live session or if you cannot attend. If you are connected to the live session you will control your presentation and present live.

Please also add your photo when uploading your presentation that will be used in case of technical problems with you video stream.

- **Prepare** your e-poster in PDF format and upload it to the platform. Please include to your e-poster a voice recording of maximum 5 minutes. The e-poster and voice recording will be published on the Congress platform and will be available 2 weeks before the event, ie. from 24 August.
**SLIDES PREPARATION AND UPLOAD**

- **Upload** your 3 minutes PowerPoint presentation with audio narration online, to a protected server prior to the Congress. A link to upload your presentation will be sent in July 2020.
- **Do not attach** your presentation to e-mails as they will not be processed.

**PowerPoint presentations should include**

- Faculty disclosures and conflicts of interest
- Abstract results and rationale
- Only Slides and Audio. Disable your camera when recording your slides

**Guidelines and tips on how to prepare and upload your presentation**

**ERS PowerPoint 16/9 template**

**Deadline for presentation upload: 15 August 2020**

However, if you need some more time it will be still possible to upload it until Thursday, 20 August (23.59 CET). However, we would be grateful, if presenter could upload them asap so our technicians could check it before the event and adapt it to the virtual setting.

As an abstract presenter you represent and warrant that your presentation is original and that all content used in your presentation can be shown online for live sessions. All sessions will be recorded for participants to replay the presentations. If your slides include sensitive or unpublished data, you can ensure at the time of the upload that these will not be displayed in the recorded version by simply clicking the related button on the upload platform. Please make sure to include proper and necessary citations of any third parties’ materials used in your presentation and remove any details that could identify the patient(s). Please do not use any inappropriate imagery in your presentation.

**BEFORE YOUR SESSION**

- **Make sure** you have a 5 MB upstream internet connection that is recommended for best results. Cable connection is preferred compared to Wi-Fi for stability. You can test the speed of your connection here: [https://www.speedtest.net/](https://www.speedtest.net/).
- **Make sure** you have the Zoom application installed on the device that you will be using to present your presentation.
- **Access** your live session 15 minutes prior to the start of the session. During this time the technician will make sure that your connection, microphone, speakers and video are working well. An individual link to access the platform will be provided to you at a later stage.

**DURING YOUR SESSION**

- **Assure** that your presentation strictly adheres to the time allocated, as stated in the programme. A speech timer will be available, and it will be automatically activated when you start your presentation.
- During your presentation, the moderators will collect the questions addressed by the participants via the Q&A function. These questions will be discussed at the end of the session. A
breakout room that speakers and participants can join after the session to further discuss the presentation in case of high number of questions, will be made available on Zoom.

- **Remember** that most participants are not native English speakers.

**AFTER YOUR SESSION**

- Participants will be asked to evaluate sessions before they can access their certificate of attendance or claim their CME certificates.

- Your **feedback** is important. Don’t forget to fill in the survey you will receive after your session via email from programme@ersnet.org.