



STI & HIV 2019 World Congress - Oral Presentation Guidelines

Presentation Preparation

- Please refer to the congress program for the duration of your presentation. You are asked to prepare a **PowerPoint presentation** (16:9 format).
Each presentation MUST include a disclosure slide.
- Your presentation must be prepared in PowerPoint2000 or any later PowerPoint Version (MS Windows) and provided on an USB-removable drive in the Speaker Ready Room. Pre-congress symposia presenters are requested to bring their USB stick directly to their session room.
- Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure you use high-contrast colors for the best definition of your text. Please be aware that red letters or lines are usually not visible.
- It is recommended to have a copy of your presentation on hand at the time of the presentation, should a problem occur.
- Special characters: To avoid any compatibility problems, please do not use special characters (i.e. “, Ö, Ø, ñ, ?, ®, ý, }, { etc) to name your presentation or movie files.

Speaker Ready Room Hours and Location

Location: **Meeting Room 10** located in the **East Building** of Vancouver Convention Centre.

Saturday, July 13	15:00 - 19:00
Sunday, July 14	07:00 - 18:30
Monday, July 15	06:30 - 16:30
Tuesday, July 16	06:30 - 16:30
Wednesday, July 17	06:30 - 16:00

General & Onsite Information

- All session room screens will be in 16:9 format. Please ensure that your presentation is in 16:9 format.

- **All oral presenters are requested to check-in at the Speaker Ready Room a minimum of 24 hours prior to your scheduled presentation, to review and upload your PowerPoint presentation.**
- Once you have uploaded your PowerPoint, you may still make changes to it up to 1 hour before your presentation.
- If for any reason you are unable to meet this schedule, please inform the STI & HIV 2019 World Congress Secretariat at STIHIV2019-Speakers@icsevents.com before the Congress.
- PowerPoint presentations cannot be uploaded in the session rooms (with an exception of pre-congress symposia).
- Computers will be available for you in the Speaker Ready Room for your final check
- Once the presentation has been checked, the technical staff will be responsible for its delivery to the session rooms in preparation for your presentation
- Unfortunately, Macintosh presentations (i.e. Keynote) cannot be accommodated
- Please be in your session room 15 minutes before the start time of the session and check in with the Session Chair so that they are aware that you have arrived. The sessions will start and end strictly on time.

Audio Visual (AV) and Seating

Seating will be **Theatre Style** and all session rooms will be equipped with:

1. One podium and microphone
2. LCD projector and screen, **16:9 Presentation Format**
3. PC Laptop computer (presentations must be PC compatible and NOT Mac)
4. Wireless PowerPoint Presentation clicker