

July 6-8, 2023
Kraków, Poland

SPEAKER GUIDELINES

32nd Annual Scientific Meeting



DEAR SPEAKERS,

In order to prepare your presentation at the **ECVS Annual Scientific Meeting 2023 in Kraków, Poland** in the best possible way, we kindly ask you to carefully read the below guidelines related to your oral **presentation(s)** and **poster(s)** display and to **follow the steps** that are hereby described.

We thank you in advance and look forward to having a successful meeting !

STEP 1 | PREPARE YOUR PRESENTATION

Please make sure to **strictly follow the below guidelines** when preparing your presentation:

- | PowerPoint file (.ppt / .pptx)
- | 16:9 format (landscape)
- | 16pt font minimum size
- | High contrast layouts and lettering should be used.

STEP 2 | SLIDE UPLOAD SYSTEM

Once your presentation(s) is/are ready, **submit it** by using our ECVS Scientific Meeting **Slides Upload System** via this link: ecvs-slides.humacom.com or by sending it **by email** to: slides@humacom.com

If you cannot submit your presentation(s) via our submission system, please make sure to have it on a **USB key** and remit it **no later than 2 hours** prior to your presentation to the preview room at the ICE Kraków Congress Centre.

STEP 3 | WAIT FOR THE CONFIRMATION

Once your slides are submitted to our system or by email, our team will **review** them and **confirm** that everything is alright or let you know if some changes are required by sending you an email.

STEP 4 | PREVIEW ROOM

During **opening hours/date** or at least **2 hours** before the beginning of your session, we ask you to **present yourself** to the **preview room** in order to:

- | **Review** your presentation(s) with our technical staff
- | Make a **last-minute change** to your presentation(s)
- | Receive any **support** from our staff
- | **Upload** your presentation to the server

Note: No personal computer will be authorized. Please use the ones installed in the room

- ✦ Preview room's name to be confirmed
- 📅 Open July 6 from 14h30 to 19h00
July 7 from 07h00 to 17h00
July 8 from 07h00 to 17h00

STEP 5 | TRANSFER OF YOUR PRESENTATION(S)

Once everything is **validated** with our technical team, the presentation will be **transferred to the lecture hall** when your session will take place.

STEP 6 | LAUNCH OF YOUR PRESENTATION(S)

When it is your turn to present, the **technical team present** inside the room will **launch** it on the screen. A **remote control** will be on the lectern for you to **manage your slides** during the presentation.

View the Scientific Programme [here](#). The programme is updated at regular intervals. If you discover any incongruencies or typos in your name or your title(s), please contact the ECVS Office at info@ecvs.org or +41 (0)44 635 84 92 / 90.

MEETING VENUE

ICE Krakow Congress Centre
**MARII KONOPNICKIEJ 17,
30-302 KRAKÓW, POLAND**
icekrakow.com

SUPPORT CONTACT DETAILS

support@humacom.com

CONGRESS DATES AND OPENING HOURS

July 6 – 16:30 to 20:15
July 7 – 08:30 to 19:30
July 8 – 08:30 to 19:00

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Please note that your poster will be displayed on site and on the e-congress platform so that it has more visibility after the event.



A. POSTERS DISPLAY

STEP 1 | PREPARE YOUR POSTER

Please make sure to strictly follow the below guidelines when sending us your poster.

- | A0 Dimensions - 90 cm x 120 cm
- | Portrait format

STEP 2 | SET-UP AND DISPLAY

Posters should be set up on **Thursday, July 6 2023, between 14:00 -17:00.**

Posters should remain on display throughout the entire meeting. You should **stand by your poster during the Friday morning and afternoon coffee breaks.**

A few posters will be selected for podium presentation at the poster session on Saturday afternoon. You, as the author, will be informed on Friday by email if your poster has been selected and your poster on display will also be marked with an **Accepted for presentation** sticker.

STEP 3 | PRESENTATION

If your poster has been selected, you should prepare **four slides** under the headings:

- | Title and objectives
- | Materials and methods
- | Results
- | Discussion
- | Present them at this session.

(For technical instructions please refer to the speaker guidelines in this document.)

The active participation of the audience will be elicited by **question & answering** of poster presenters.

STEP 4 | POSTER DISMANTLING

Immediately after the poster presentation session during the final coffee break (15:30-16:00) on **Saturday, July 8.** Posters that are not removed at this time will be removed by venue staff, and ECVS will accept no responsibility for any poster damage/loss incurred.

B. ONLINE POSTERS DISPLAY

Please make sure to strictly follow the below guidelines when submitting your virtual poster via this link:
<https://humacom.typeform.com/to/lgnVimci>

- | PDF file
- | A0 Dimensions
- | Portrait format

| ADDITIONAL INFORMATION

We would like to make you aware of the ECVS policy that **poster presenters are expected to register and pay for the annual meeting by May 15, 2023.** If we do not receive your registration and payment by this date, we will withdraw your poster from the programme as well as withholding the publication of the short abstract in the Veterinary Surgery journal. We thank you for your understanding.

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