

GUIDELINES FOR ORAL PRESENTATION

Preamble

The GASTRO 2009 is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at GASTRO 2009 UEGW/WCOG, London including those that are directly and jointly sponsored activities.

All members of the Faculty and those individuals responsible for developing the programmes are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential commercial bias. The GASTRO 2009 reserves the right to review the information disclosed for potential conflicts of interest.

Conflict of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation. Conflict of interest does not preclude an individual from making a presentation providing the conflict is disclosed.

Faculty are required to make a formal disclosure of financial or other relationships that could influence the content of a presentation in writing before the event in the form of a disclosure statement and to disclose this verbally during introductory comment before the presentation. If there is any doubt about the relevance of a potential conflict of interest the GASTRO 2009 requires Faculty members to err on the safe side and to disclose. Please note that GASTRO 2009 Council expects all Speakers to disclose any advisory or consultancy roles in the Biomedical Industry during the past 2 years on a PowerPoint slide to be shown immediately at the beginning of the presentation.

Important Points

- ⇒ Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentation.
- ⇒ PowerPoint presentations must be handed in at least three hours prior to the lecture.
- ⇒ Speakers can check and hand in their presentation at the Speakers Preview Centre on the Green Level.

Further details on the preparation of your MS-PowerPoint presentation

- ⇒ Store all your files in one folder. Please make sure that graphics, animations and videos and your presentation are all in the same folder.
- ⇒ Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- ⇒ Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- ⇒ Legibility check: On presentation mode, your text should be large enough to be easily readable 1.5 to 2 m away from your computer screen.
- ⇒ Microsoft PowerPoint 95 to Microsoft PowerPoint 2007 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on a PC. Please visit the Speakers Preview Centre to check for incompatibilities. Most of them can be fixed there.
- ⇒ In your presentation, leave appropriate time for discussion and questions from the participants.

How to hand in your MS-PowerPoint presentation

- ⇒ You can use various storage media: USB memory units, CD-Rom, DVD, floppy disk, your own notebook.

Speakers Preview Centre (SPC)

- ⇒ Please come to the SPC the day before or at least three hours prior to your lecture.
- ⇒ Highly experienced technicians will capture your PowerPoint presentation and store it on the central congress server.
- ⇒ At the SPC you can check and rehearse your PowerPoint presentation.
- ⇒ The SPC will be located on the Green Level. The opening hours of the SPC are:

Friday, November 20, 2009	14:00 h	18:00 h
Saturday, November 21, 2009	07:00 h	18:00 h
Sunday, November 22, 2009	07:00 h	18:00 h
Monday, November 23, 2009	07:00 h	18:00 h
Tuesday, November 24, 2009	07:00 h	18:00 h
Wednesday, November 25, 2009	07:00 h	16:00 h

In the lecture room

- ⇒ Your PowerPoint presentation will be made available in your lecture room via a computer network.
- ⇒ There will be no possibility to connect your personal notebook in the lecture room.
- ⇒ The computer presenting your presentation will be operated by a technician.
- ⇒ From the lectern you will be able to remote control your PowerPoint presentation.
- ⇒ A laser-pointer will be available.
- ⇒ Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- ⇒ No changes in your presentation can be made in the lecture room. Changes can be made only in the Speakers Preview Centre.