INSTRUCTIONS FOR PRESENTING LECTURES

Presentations by active participants must meet the following requirements

- The presentation must be prepared in Microsoft PowerPoint version 2010 or newer. The supported format for video files is .wmv. For other formats (.mpg, .avi), functionality must be tested well in advance to avoid any playback issues during the presentation itself.
- Uploading presentations for Medical Plenary Session: Upload your presentation to your participant profile by January 6, 2020.
- Uploading presentations for the other Session: by January 20, 2020.
- You may edit the presentation after it has been uploaded. The given version is for interpreters to prepare. Bring the final version with you to the colloquium on a USB memory stick, which you should hand over to the technician in the lecture hall.
- Handing over the presentation: at least 2 hours prior to the start of the relevant afternoon block; presentations in morning blocks should be handed over on the previous day, or as agreed with the organiser on an individual basis.
- The length of the presentation will be specified in the detailed programme and must be adhered to.
- You may also use your own computer for the presentation. In this case, however, you need to test its functionality at the colloquium site in the lecture hall on the day prior to the lecture itself.
- Authors must state in their entries that there is no conflict of interest in relation to the theme, creation and presentation of their entries. For more information, see the document below:
INSTRUCTIONS FOR AUTHORS / DECLARATION OF A CONFLICT OF INTEREST

Authors must state in their entries that there is no conflict of interest in relation to the theme, creation and presentation of these entries. This means that authors need to publish any financial or personal relationships with other people or organisations that may have an impact on their work. Examples of possible conflicts of interest include employment, pharmaceutical firms, stock ownership, royalties, paid expert testimonials, patent applications/registrations and grants or other funding.

Declaration of a conflict of interest
I declare that I have no conflict of interest in relation to the entry for which I am the author/coauthor.

or

Declaration of a conflict of interest
I declare that, in relation to the entry for which I am the author/coauthor, I have a conflict of interest with the companies below (give their names after the colon):

Presenting the entry
The conflict of interest should be stated at the start of the presentation.

Poster
The conflict of interest should be stated at the bottom. Authors should make a declaration even if they do not have a conflict of interest: “I declare that I have no conflict of interest in relation to the entry for which I am the author/coauthor.”