Instructions for Short Oral Presenters

Thank you for presenting at ATTD 2025.

This page is designed to prepare you for your Short Oral presentation at ATTD 2025. Please visit the page regularly for updates on technical requirements, deadlines and general information.

Short Oral Presentations

Certain abstracts have been selected for Short Oral Presentations. These presentations will be given at designated times during the conference. These sessions will take place at the Short Oral Presentations stations **onsite** at the Conference during the breaks.

All onsite participants are invited to the stations to hear the short presentations and to ask questions. Each session will be guided by one moderator.

Presenters and chairs are requested to be at their Short Oral Presentation stations 10 minutes before the start of the session and remain there until the session has finished.

Note: Headsets will be provided for attendees.

Information Regarding Short Oral Presentations

- Each Short Oral presentation will consist of a pdf file of **up to 3 pages – landscape orientation**. IMPORTANT NOTE: A Short Oral Presentation with more than 3 pages

will not be included in the program.

- **Only Short Orals of registered participants** will be included **in the e-Poster Gallery** on UNLOK (the ATTD education platform), the conference mobile app, and onsite at the stations in the Exhibition. Please see below for further guidelines on how to prepare your Short Oral presentation.
- <u>**NOTE:**</u> By uploading your Short Oral presentation, you agree to have it published in the official ATTD publications, the conference mobile app and UNLOK.
- **Short Oral <u>registered</u> presenters** have received an email with a link to upload their Short Oral presentation in due course.

As a Short Oral presenter, you will need to:

Register for the Conference: All Short Oral Presentation presenters are required to register for the Conference. If you have yet to do so, you may find information regarding registration by clicking <u>here.</u>

Short Oral Presentation Guidelines

Technical specification for Short Oral presentation preparation

Please prepare your Short Oral Presentation as a **PDF file with up to 3 pages in landscape orientation. (A Short Oral Presentation of more than 3 pages will not be included in the program.)**

If you wish, you may use a template that can be downloaded <u>here.</u>

- **Language:** All e-Posters should be prepared in English

- **File Format:** PDF format – **up to 3 pages, landscape orientation**
- **Orientation:** Please create your document in PowerPoint in **Landscape layout 16×9** and save it as a **PDF file**
- **Font types:** Arial, Calibri, Verdana, Times New Roman or Helvetica
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and embedded videos are **<u>not</u>** permitted and will be not function
- QR Codes may be included but cannot link to any promotional or marketing material
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **<u>not</u>** use embedded documents – the system does not support embedded files – audio or video
- Avoid overlapping objects and layers – only the final view/status will be visible
- When saving your PDF, please do **<u>not</u>** use symbols or special characters (i.e. +/@/ü) in the file name
- Please do not use headers and footers
- **File size:** Less than 5 MB

Recording your MP3 audio file to accompany your presentation on UNLOK (the ATTD education platform)

Short oral presenters are also encouraged to record a 3-5-minute MP3 audio file to accompany their presentation on UNLOK. **The recording will be accessible from the e-Poster gallery within UNLOK but not at the station onsite nor on the conference app.** For instructions on how to record a short audio file **click here**.

Please note that you may NOT save the file name with any characters or symbols – only letters and numbers <u>and</u> no spaces in the file name.

By following the guidelines above, you will ensure your presentation is displayed correctly. Without following these instructions your presentation will not be uploaded correctly.

Messaging Presenters

Within UNLOK, there is a messaging service to facilitate scientific exchange. Messages can be sent by participants directly to the presenter's email (without seeing the presenter's email address). Please note: the message is sent without displaying your details, so if you wish the presenter to have your email address, you will need to include it in your message body text.

Please note, there will not be paper posters at ATTD 2025.

For questions, please e-mail **attd_abstracts@kenes.com**