

Guidelines for Speakers and Oral Presenters

On-Site Information

- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the meeting computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9.
- **Slides Template:**
 - Please [click here](#) to download a template of the disclosure slide.
 - Click [here](#) if you wish to use the general FRPT 2024 slide template for your presentation.

To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
 2. Use a common font, such as Arial, Times New Roman, Verdana etc. (Special characters might be changed to a default font on a PowerPoint-based PC).
 3. Insert the images as **JPG**. The following file types will **NOT** be visible on a PowerPoint based PC – TIF, PNG or PICT.
- Please bring your slides to the Speakers' Ready Room on a USB stick. The Speakers' Ready Room will be clearly signposted at the Conference (***located in Sala Eclissi IV hall***).
 - You are asked to only use the Conference computers in the session halls for presentation purposes. The

Conference will not be able to support lecture slides presented on personal computers.

- Please note that your slides must be finalized and ready on the day of your session.
- Please upload your presentation slides in the Speakers' Ready Room as soon as you arrive at the venue in the morning and at least 2 hours before the start of the session.
- If you include video clips in your PowerPoint presentation, be sure to test it with the technician in the Speakers' Ready Room at least 2 hours before the start of the session or as soon as you arrive at the venue in the morning. Please check with the technician if the sound and picture from the video are transmitted well and repeat the test again during the break before your session in the session hall to avoid technical issues.

All Invited Speakers and Oral Presenters must check in with their presentation on a USB Memory stick with the technician at the Speakers' Ready Room.

Please make sure that your PowerPoint presentation is in Widescreen (16:9).

Speakers' Ready Room Hours (located *in Sala Eclissi IV hall*):

Tuesday, 3 December	Closed
Wednesday, 4 December	08:00–18:00
Thursday, 5 December	08:00–18:15
Friday, 6 December	08:00–18:30

Thank you for presenting at FRPT 2024 Conference.

This page is designed to prepare you for your presentation at FRPT2024. Please visit the page regularly for updates on

technical requirements, deadlines and general information.

Who are these guidelines for?

- Speakers
- Presenting authors of abstracts selected for oral presentation sessions – **12/15 minutes presentation (including discussion).**

The scientific programme can be viewed on the Conference website [here](#).

As a Speaker or Oral Presenter, you will need to:

All presenters are required to register for the **In-Person** Meeting. If you have not yet done so, you may find information regarding registration by clicking [here](#). For any additional assistance please contact our registration department at reg_frpt24@kenes.com. In compliance with CME/CPD requirements all speakers and oral presenters have to complete a conflict of interest form. Forms will be sent to all presenters in the coming weeks. Submitting a photo and short biography is **not mandatory**, however, it will allow the conference attendees to get acquainted with your professional background before attending your session. The upload of this information is completed online in your profile area. The FRPT 2024 Secretariat will email you your login details and further instructions about completing the speaker profile in due course.

Promotional Toolkit

To promote your participation at FRPT 2024, please refer to our [Promotional Toolkit page](#). In addition to the official PowerPoint template for your presentation, you will also find

FRPT 2024 banners, letterheads and more.