

Guidelines on how to prepare and upload an oral presentation for the virtual 57th EASD Annual Meeting 2021

1. How to prepare an oral presentation

- **Format**

For your live presentation, please prepare a regular PowerPoint presentation in 16:9 (***pptx** – please make sure that you do not use PowerPoint Show *.ppsx). Videos can be linked or embedded. Please remember to upload your video files separately if you are using PowerPoint 2007 or older versions as they cannot be embedded into the presentation.

>> *Presentations attached to emails cannot be processed* <<

- **Privacy**

It must be guaranteed that all content used in your presentation can be shown online for the live session as well as for the on-demand version post-Congress (webcast). If your slides include sensitive data, please remove these data before you upload your presentation to the M Events system.

- **Presentation time**

It is required that your presentation strictly adheres to the given times of your talk, as stated in the [programme](#).

PLEASE NOTE: PowerPoint will create one sound file per slide. Therefore, please try not to speak during the slide change.

2. How to upload your presentation

- During the upload process, presenters will be requested to upload a portrait photo of themselves which will be used for the online platform.

Presenters may, at any time (up to the set deadline) send additional files, make changes to files they have already sent and download their files again from any computer they use.

- To submit the slides, presenters will receive a direct upload link.
- **Deadline for presentation submission: 24th September 2021 - 23:59 CEST**

Please contact abstracts@easd.org in case you have any further questions.