

## 54th EASD Annual Meeting, 1 - 5 October 2018, Berlin, Germany

The service provider **MEvents** will take care of all oral presentation materials for the **54th EASD Annual Meeting 2018 in Berlin**. **Please note:**

- If applicable, you will be required to fill in a Conflict of Interest declaration during the upload process which will be shown as the first slide during your presentation.

- All standard presentation formats (e.g \*.ppt or \*.pptx) are accepted and no keynote format is supported. All presentations should be in 16:9 format. If in doubt, use a PowerPoint 2007 format.

- All presentation files should be reviewed and checked on site at the **Speakers' Lounge** (at least 2 hours before your talk).

- The audio will be recorded and made available together with the presentation slides on the EASD Virtual Meeting following author's approval.

### **Speakers' Lounge Opening Hours:**

Sunday, 30 September 2018	10:00 – 18:30 Hrs.
Monday, 1 October 2018	08:00 – 18:30 Hrs.
Tuesday, 2 October 2018	07:00 – 19:00 Hrs.
Wednesday, 3 October 2018	07:00 – 19:00 Hrs.
Thursday, 4 October 2018	07:00 – 19:00 Hrs.
Friday, 5 October 2018	07:00 – 15:00 Hrs.

- All video formats are accepted – it is recommended to use the .avi format (but you may submit quicktime, etc. as well).

- **The presenting authors\* will receive an e-mail from EASD ([presentation@easd.org](mailto:presentation@easd.org))** with instructions on how to upload your presentation. Please use the pre-submission service and have your presentation files checked before you arrive.

\*As indicated throughout the submission process all correspondence regarding the handling of abstracts is sent to the e-mail address that was entered in the system as contact for the presenting author (= first author not the submitter).

### **IMPORTANT**

**Overhead transparencies or traditional slide presentations will not be accepted.**

**Presentations attached to an e-mail cannot be processed.**