

14th European Congress on Menopause and Andropause

3 – 5 May 2023 | Florence, Italy

Sharing Expertise for Changing Times



GUIDELINES FOR SPEAKERS AT EMAS 2023

Dear Colleague,

We would like to thank you for your valuable contribution to the **14th EMAS Congress** to be held in Florence, May 3 – 5, 2023.

You are requested to bring your presentation on a USB stick to the Speaker Preview Room (SPR). The SPR is equipped with terminals where Speakers can upload their presentation into the network connecting all the Lecture Rooms. The system will ensure that the correct presentations are available in the right lecture room at the right time.

At the SPR you will be offered the following services:

- Expert advice by technical staff onsite
- Reviewing, converting (if necessary), media embedding and uploading your presentation files
- Last minute changes to your presentation

To enable the staff to handle the technical aspects efficiently, the presentations should be prepared as per the guidelines in this document. It is essential that:

- The presentation is handed in at the Speaker Preview Room **no later than 4 hours before your presentation time or the day before if your presentation is in the early morning.**
- Prepare your presentation as per the guidelines and save it on a USB stick. Label the materials with your name, session name, session date and presentation name.
- Be in the session room at least 10 minutes before the session starts to meet the Chair of the session.
- Familiarise yourself with the equipment in the session room. Technical staff and a hostess will be present to assist you.
- Use the PowerPoint template available [here](#). **Please include one slide as Conflict of Interest disclosure.**

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SPEAKER PREVIEW ROOM OPENING HOURS

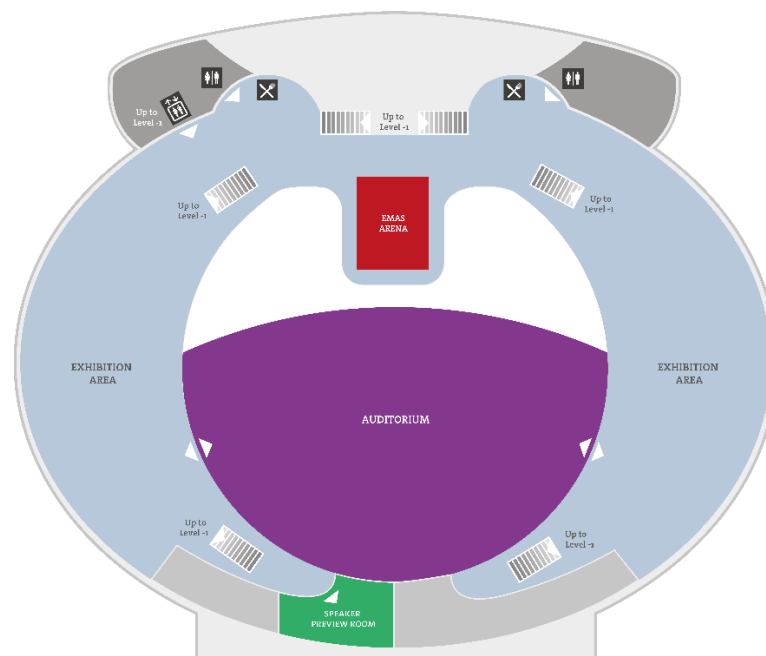
Tuesday 02.05.2023	Wednesday 03.05.2023	Thursday 04.05.2023	Friday 05.05.2023
15:00-18:00	07:30-19:00	07:30-19:00	07:30-18:00

During opening hours, the SPR will be fully staffed. Please note the potential increase in activity during coffee and lunch breaks. We advise using the SPR in the morning or during sessions.

SPEAKER PREVIEW ROOM LOCATION

You can find below in green the location of the Speaker Preview Room (SPR).

Palazzo dei Congressi
Level -2



SCIENTIFIC PROGRAM

The updated scientific program can be found on the Congress [website](#).

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SESSION ROOMS

Each session room is equipped with the following items:

- Lectern with microphone, monitor and mouse
- Data projector for PowerPoint presentations
- Laser pointer

IMPORTANT

- No personal laptops may be directly connected to the lectern computer as the presentation must be checked beforehand in the Speaker Preview Room.
- Please note that there will be NO overhead projectors or slide projectors in any of the session rooms.

TECHNICAL REQUIREMENTS

To guarantee your presentation will be correctly displayed, please note the following technical requirements and general notes:

- Use Microsoft PowerPoint 97-2016 (*.pptx), OpenOffice / LibreOffice 1.0 – 4.0, or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .pptx-format and not .ppsx.
- Presentations must be formatted in a **16:9** aspect ratio.
- Use high contrast lettering and fonts with a minimum size of 32pt and high contrast layouts like light text on dark colours. Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation.
- Note that Apple Keynote presentations must be converted to PowerPoint. If you are a Mac-user, please use PowerPoint for Mac.
- Presentations will be projected in a minimum resolution of 1920 x 1080 pixels. All video/data projectors at the congress can utilise this resolution without a problem.

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IMAGES AND VIDEOS

- Save the image you wish to use as a JPG or PNG and set compression/quality to medium or high. (Avoid saving images as TIF files, especially Mac presentations).
- Because of the many different video formats, support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.
- Movies or videos which require additional reading or projection equipment will not be accepted.
- Save the images/videos used in your presentation separately on a USB memory stick. In case of problems, we can re-insert the original items.
- Pictures and animation links to the internet or other files will **NOT** be accessible.
- Feel free to embed localised video files in your presentations. However, make sure to always bring a standalone copy of the video file to the SPR.
- All movies should be set to start automatically as it is **NOT** possible to click to start a movie. If you require further information, please ask in the SPR our staff member.
- As a general rule, be careful to respect the rights of all authors and the anonymity of all individuals.
- Please account for extra time in the SPR if your presentation has one of the following features:
 - MOV-file movies, TIF-file images
 - Hyperlinks inside presentations
 - Starting a movie by clicking it
 - Flash Movies

Should you have problems preparing a PowerPoint presentation, please contact the EMAS Congress Secretariat in advance, so that necessary arrangements can be made.

CONTENT STRATEGY ADVICE

We suggest a method which help speakers get their message to the audience more effectively:

- Maximum of one clear idea or topic per slide.
- Slides as concise as possible by keeping texts short and avoiding too many bullet points.
- Provide a new visual every minute.
- Use standard Windows fonts only: font size 24 can be read easily.

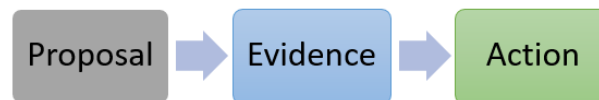
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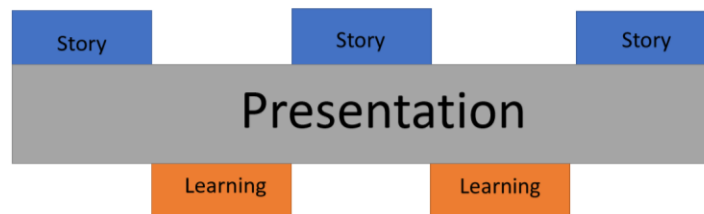
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- Try to avoid reading your slides and engage your audience by structuring your presentation with a Proposal, your Evidence, and Call to Action:



- Break your presentation into a series of 3-to-4-minute segments alternating storytelling and learning:



All presentations will be properly tested and reviewed in the SPR to assure that all features are fully functional.

Once more, we would like to thank you for your contribution to a successful Congress.

We kindly remind you that all speakers need to [register](#) for the Congress. Name badges should be picked up at the Registration Counter.

Should you need further information, please do not hesitate to contact the Congress Secretariat at emas-speaker@kit-group.org

With kind regards,

EMAS 2023 Congress Secretariat