



UEGW
BARCELONA 2010



18th United European
Gastroenterology Week
October 23 – 27, 2010

GUIDELINES FOR INVITED SPEAKERS (UEGF FACULTY)

These guidelines include:

- **Compulsory statement on conflicts of interest at the beginning of your presentation**
- **Technical points and instructions for presentation**
- **Points for consideration by Faculty during preparation of presentation**

The biggest complaint in feedback is lack of adequate time for questions. Please be sensitive to this ! Look carefully at the time allotted in your invitation letter. If you have been given a 20 minute slot which includes questions please speak for a maximum of 18 minutes. In practice, this leaves 4 minutes for questions as there is a little extra time built in. However, this depends on the session starting strictly on time!

Compulsory statement on conflicts of interest at the beginning of your presentation

The UEGF is committed to ensuring scientific rigour and objectivity in all of its educational activities. These include all aspects of the educational programme at UEGW 2010 including those that are directly and jointly sponsored activities.

All oral presenters, whether invited Faculty or oral abstract presenters, are required to disclose to those organising and attending meetings any relevant financial or other relationship that may lead to a potential bias. The UEGF reserves the right to review the information disclosed for potential conflicts of interest.

Conflicts of interest may exist through a financial relationship or when the individual has the opportunity to influence the content of a presentation. Conflicts of interest are frequent and expected, and do not preclude an individual from making a presentation providing the conflict is disclosed.

The UEGF Scientific Committee requires all Speakers to disclose any advisory or consultancy roles in the Biomedical Industry during the past 2 years on a PowerPoint slide to be shown immediately at the beginning of the presentation. These and any other potential conflicts of interest should also be disclosed verbally during introductory comments to the presentation. If there is any doubt about the relevance of a potential conflict of interest the UEGW requires Faculty members to err on the safe side and to disclose it.

Technical points and instructions for presentation

- Each meeting room will be equipped with a notebook and a data projector for PowerPoint presentation.
- PowerPoint presentations must be handed in at least three hours prior to the lecture.
- Speakers can check and hand in their presentation at the Speakers Preview Centre.

Further details on the preparation of your MS-PowerPoint presentation

- Store all your files in one folder. Please make sure that graphics, animations and videos and your presentation are all in the same folder.
- Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing programme since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your programme to insert symbols.
- Colours: Use light-coloured fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: On presentation mode, your text should be large enough to be easily readable 1.5 to 2 m away from your computer screen.
- Microsoft PowerPoint 95 to Microsoft PowerPoint 2007 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on a PC. Please visit the Speakers Centre to check for incompatibilities. Most of them can be fixed there.

How to hand in your MS-PowerPoint presentation

- You can use various storage media: USB memory units, CD-Rom, DVD, floppy disk.

Speakers Centre

- Please come to the Speakers Centre the day before or at least three hours prior to your lecture.
- Highly experienced technicians will capture your PowerPoint presentation and store it on the central congress server.
- At the Speakers Centre you can check and rehearse your PowerPoint presentation.

Opening hours:

Friday	October 22, 2010	14.00 h – 18.00 h
Saturday	October 23, 2010	07.30 h – 18.00 h
Sunday	October 24, 2010	07.30 h – 18.00 h

Monday	October 25, 2010	07.00 h – 18.00 h
Tuesday	October 26, 2010	07.00 h – 18.00 h
Wednesday	October 27, 2010	07.00 h – 14.00 h

In the lecture room

- Your PowerPoint presentation will be made available in your lecture room via a computer network.
- There will be no possibility to connect your personal notebook in the lecture room.
- The computer presenting your presentation will be operated by a technician.
- From the lectern you will be able to remote control your PowerPoint presentation.
- A laser-pointer will be available.
- Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- No changes in your presentation can be made in the lecture room. Changes can be made only in the Speakers Preview Centre.

Points for consideration by Faculty during preparation of presentation

As a member of Faculty, you will be a skilled and experienced presenter. We respect that everyone will have their own tried and trusted ways of organising talks, but we have the following requests:

- Please stick carefully to your allotted time. Chairmen have strict instructions to interrupt if you stray overtime. This is embarrassing for everyone.
- Please try to make your presentation understandable to the whole audience, even if the topic is very specialised. A common complaint in feedback is that talks are too complex.
- We are encouraging more audience interaction where appropriate and have developed several new formats. Even if you have not been asked to use one of the new formats, please feel free to involve the audience, for example by asking for a show of hands.
- The biggest complaint in feedback is lack of adequate time for questions. If you have a 20 minute slot which includes questions please speak for a maximum of 18 minutes. In practice, this leaves 4 minutes for questions as there is a little extra time built in. However, this depends on the session starting strictly on time!