



GUIDELINES FOR SPEAKER PRESENTATIONS

TECHNICAL REQUIREMENTS

- 1. Format:** Presentations must be submitted exclusively in MS PowerPoint (*.pptx) format. Macintosh formats (e.g., Keynote) are not supported.
- 2. Videos:** If your presentation includes videos, ensure they are embedded directly into the PowerPoint file and saved as a .pptx. Note that videos cannot be embedded in .ppt files.
- 3. Language:** As English is the official language of the congress, all presentations must be delivered in English. If English is not your native language, it is recommended to have your presentation reviewed by a native speaker.
- 4. Advertising:** Product advertising is strictly prohibited. Presentations must provide objective, scientifically sound information, free from any commercial bias.
- 5. Patient Anonymity:** Do not include patient names or any identifying information in your presentation. Patient confidentiality must be always maintained.
- 6. Respect and Diversity:** Presenters must ensure their content—both oral and visual—is respectful and free from discriminatory or derogatory elements.
- 7. Copyright:** It is the presenter's responsibility to ensure that all materials (figures, tables, images, etc.) are either original, properly licensed, or correctly cited.
- 8. Conflicts of Interest:** All potential conflicts of interest must be clearly stated on the second slide.
- 9. Technical Limitations:** The use of macros is not permitted.
- 10. Timing and Slides:** Adhere strictly to your allocated presentation time. Exceeding this may result in running over time.
- 11. File Naming:** The file name should include the presenter's name and presentation number, if available. Avoid using special characters (e.g., «, Ö, Ø, ñ, ε, ®, ý, {, }) to prevent compatibility issues.

SLIDE DESIGN

- 1. Aspect Ratio:** Use a 16:9 aspect ratio.
- 2. Font Size:** A minimum font size of 20 points is recommended for readability.
- 3. Fonts:** Use only standard PowerPoint fonts to avoid compatibility issues.
- 4. Templates:** Please use the official congress presentation template, available [here](#)



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FILE UPLOAD

Kindly upload your presentation(s) here: <https://neo.emma.events/emsos2026> by **April 10**.

On-site, please validate your presentation(s) at the Slide Desk, located on the first floor of the Estoril Congress Center at least **2 hours before** the start of the session.

Slide Desk Opening Hours:

- Wednesday, April 15: 07:00 – 18:00
- Thursday, April 16: 07:00 – 18:30
- Friday, April 17: 07:00 – 16:00

Due to time and space constraints, presentations should be fully prepared and finalized before submission.

DURING YOUR SESSION

- 1. Arrival:** Arrive at the lecture room at least **10 minutes before** the session begins. Sit on the first row. Staff will be available to assist.
- 2. Speaking:** Speak clearly into the microphone and face the audience.
- 3. Timing:** Stay within your allocated time. A timer will be visible to help you manage your presentation. Moderators may interrupt if you exceed your time limit.

CONTACTS

For any further information or help please contact: congress@meetingpoint.pt