



Guidelines - Oral Presentations

1. Each presentation is 10 minutes followed by 10 minutes discussion.
2. All presentations are in English. There is no simultaneous translation.
3. Presenting author must be registered for the congress at least 4 weeks before the meeting. Failure to register in time may mean removal of your paper from the programme. Click [HERE](#) to register.
4. Presentations must be in power point format.
5. Please send your presentation to Anne Taft at admin@europeanvenousforum.org by Friday 7 June 2019. If you wish to make amendments on site, please ensure you visit the Slide Preview Desk at least four (4) hours before the beginning of the session of your presentation. If your presentation is scheduled early in the morning, you are kindly requested to check your presentation the day before.
6. Please bring a copy of your presentation, including all files (e.g. video/image) on a USB stick (even if you have previously emailed it).
7. Presentations on your own laptop, or on Mac systems will not be allowed.
8. Please click [here](#) for official templates for creating your presentation. Remember to include any Conflicts of Interest on the second (2nd) slide.
9. Label your slides with Paper Number and your Surname. This is important and will enable the AV team to prepare your presentation.