



**26th ESPACOMP conference – Berlin, Germany**  
**International Society for Medication Adherence**  
**NOVEMBER 17TH TO NOVEMBER 19TH, 2022**

**ORAL PRESENTATION GUIDELINES**

Please read and respect the following guidelines when preparing your oral presentation.

**For your Presentation**

- All presentations and questions must be delivered in English, the official language of the conference.
- The time reserved for your presentation is stated in the programme. Each presentation will be 10 minutes, plus 5 minutes to respond questions from the audience. The chair will monitor that you strictly adhere to the foreseen time frame.
- During the opening of your talk, please mention if you have any conflicts of interest to declare.
- No specific ESPACOMP template is required for your presentation. You are free to use any presentation template.

**Presentation Slides Formatting**

If you are using slides to support your presentation, please make sure they are in a compatible format. Please prepare your presentation preferably using PowerPoint version 2013, 2016, or later. Please avoid using KeyNote. The on-site computers will handle Windows versions of PowerPoint only. There will be Windows Media Player 12 installed for any potential movie files.

Supported file types:

- Presentation: TXT, DOC, XLS, XLSX, PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MKV, MP4, WMV

- Audio: WMA, MP3, WAV
- Pictures: JPG, GIF, BMP, TIF

The format of the screens to be used is 16:9.

Do not forget, when saving your final presentation on a USB, to make sure that you include your video files (if any) and all links to any multimedia files. Virus scanning in advance is desirable.

## **Presenting on site / online**

For oral presentations we strongly encourage presenters to present in person as this will facilitate discussion and exchanges with other participants during the conference on site. However, we acknowledge that presence on site is not feasible in some circumstances and we therefore provide guidelines also for the situation when presenters are present online. If this is your case, please contact us at [info@espacomp.eu](mailto:info@espacomp.eu) to inform us of your choice and discuss the details of your online participation for an optimal coordination with on-site activities.

### **ON SITE**

#### **Depositing your File**

Your presentation must be provided to conference organization personnel on a USB stick in the the lecture room as far in advance as possible and one hour BEFORE the beginning of your session AT THE LATEST.

#### **In the Lecture Room**

You will be assisted by a hall assistant who will show you how to operate your presentation, remote control etc. When the presenter ahead of you takes the stage, please be ready to take your turn afterwards.

Please, do NOT come at the last minute with your own computer, you will NOT BE ABLE to connect it. All presentations must be downloaded beforehand.

The lecture room will be accessible 30 minutes before the session starts.

### **ONLINE**

#### **Pre-recording & sending your presentation**

If you cannot attend online, you will need to pre-record your presentation and upload the presentation (slides and video) to our upload site at <https://espacomp.app.box.com/f/8b6483bc7a6e481aa700ff666fe8a12f> at least 1 week before the conference AT THE LATEST. To avoid difficulties with presenting your work due to technical reasons beyond our control (e.g. variations in strength of internet connection), the pre-recorded presentation will be played. Please make sure the recording duration fits within the time allocated for your presentation.

### **In the (online) Lecture Room**

You will be provided a Zoom link to connect to the conference online conference room and be available for answering any questions during the 5 minutes of discussion after your recorded presentation is played. The online room will be accessible 30 minutes before the session starts and you will be able to check your video and audio connection.

### **Storing of PPT Presentations**

Please note that all presentations delivered during ESPACOMP 2022 will be video recorded, and both PPTs and videos will be published on the ESPACOMP website. Presentations will be available on the website for viewing by registered ESPACOMP conference participants only. Publication depends on your authorization provided by email after the conference.

### **REGISTRATION**

All presenters (whether in-person or virtual) must register for ESPACOMP membership and conference access, which can be done on the ESPACOMP website (<https://www.espacomp.eu/annual-meetings/>).