



# ECVS

# Speaker Guidelines

28<sup>th</sup> Annual Scientific Meeting  
4-6 July 2019, Budapest, Hungary

European College of Veterinary Surgeons c/o Equine Department, Vetsuisse Faculty, University of Zurich, Winterthurerstrasse 260, 8057 Zurich, Switzerland  
phone: +41 (0)44 635 84 92 / 90 fax: +41 (0)44 635 89 91 email: info@ecvs.org web: www.ecvs.org

## Dear Speakers,

In order to prepare your presentation at the **ECVS Annual Scientific Meeting 2019 in Budapest** in the best possible way, we kindly ask you to carefully read the instructions and guidelines below.

Technical parameters and instructions for **posters and poster presentations** can be found on page 4 of this document.

## Meeting Venue

Budapest Congress Centre  
Jagelló 1-3  
1123 Budapest, Hungary  
+36 1 372 54 00  
[www.bcc.hu](http://www.bcc.hu)

## Media Check

The facilities in the Media check of the ECVS 2019 Annual Scientific Meeting will provide the possibility of:

- reviewing your presentation on Windows-based computers
- last minute alterations of your PowerPoint presentation
- support by technical staff
- uploading your presentation to the server

### Media Check Opening Hours:

- Thu, 04.07.: 14:00 - 20:00
- Fri, 05.07.: 07:30 - 18:00
- Sat, 06.07.: 07:30 - 18:00

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that

- the **correct format is used** (see below, Presentation Format)
- the presentation has been handed in on time at the media check: **at least 2 hours before the beginning of the respective session** (or ideally on the day before)
- in order to guarantee a seamless transition between speakers and to avoid delays, **no own laptops should be used**. Please use the pre-installed computers provided by the technical team.

The Media Check is located in **Kodaly** on the 1<sup>st</sup> floor.



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## Transfer of your Presentation

Please submit your presentation to the Media Check via one of the following media:

- CD-ROM (CD-R/RW), DVD-ROM (DVD-R/RW)
- USB memory-stick

Please save all files associated with your presentation (PowerPoint, movie / video files etc.) to one folder / location. We recommend saving videos separately on your CD-ROM or USB stick. In case of problems, the original files can be re-inserted.

Your presentation will automatically be transferred from the Media Check to the right lecture hall. You will easily find your presentation on laptop installed at the lectern in the room.

If you have more than one presentation during the conference, please save the different presentations in different folders and name them clearly to avoid any on-site misunderstandings and problems. Always make a backup copy of your presentations and all associated files and save them on a separate portable medium.

## Lecture Halls

Each lecture hall is equipped with

- a projector
- a lectern with microphone
- a laptop with operating system Windows 10 (English)
- a remote control for PowerPoint presentations

## Presentation Format

- Please use Microsoft PowerPoint 97-2016 (\*.ppt/\*pptx), OpenOffice / LibreOffice 1.0 – 5.0, PREZI or Adobe PDF to guarantee that your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt/pptx-format and not .pps/pspx.
- All presentations will be presented in format 16:9 (landscape).

Please use **high contrast lettering** and **fonts with a minimum size of 16pt** and **high contrast layouts** like light text on dark colours.



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## Videos

Due to the very large number of available video formats, support cannot be provided for embedded videos in your presentation. Please test your presentation on an on-site PC several hours before the presentation.

Generally, **WMV** and **MPEG-4** format should work with no difficulties.

## Fonts

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.

Suggested fonts: **Arial**, **Tahoma**.

If you must use different fonts, these need to be embedded into your presentation.

## Other Information

- You can control / move slides during your presentation yourself (by remote control PowerPoint - please check this in the Media Check in advance).
- Please go to the lecture hall **at least 10 minutes before the session starts** to meet the chair and familiarise yourself with the technical and other equipment. Furthermore, we kindly ask you to strictly adhere to the timing of your presentation.

## Scientific Programme

The scientific programme of the conference can be found on the College's website at [https://www.ecvs.org/services/asm\\_2019.php#programme](https://www.ecvs.org/services/asm_2019.php#programme). The programme is updated at regular intervals.

If you discover any incongruencies or typos in your name or your title(s), please contact the ECVS Office at [info@ecvs.org](mailto:info@ecvs.org) or +41 (0)44 635 84 92 / 90.



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## Posters

### Poster size

The space provided for each poster will be the size of **A0 (90 x 120 cm preferably portrait format)**.

### Set-up / Taking down

- Posters should be set up on Thursday, 4 July 2019 between 14:00 and 17:00.
- Posters should be taken down after the sessions on Saturday evening, 6 July 2019. Posters that are not removed by that time will be discarded.

### Poster display and presentation

Posters should remain on display throughout the entire meeting. You should **stand by your poster during the Friday morning and afternoon coffee breaks**. A few posters will be selected for podium presentation at the poster session on Saturday afternoon. You, as the author, will be informed on Friday by email if your poster has been selected and your poster on display will also be marked with an **Accepted for presentation** sticker.

If so, you should prepare **four slides** under the headings: 1) title and objectives 2) materials and methods 3) results and 4) discussion and present them at this session. (For technical instructions please refer to the speaker guidelines in this document.)

The active participation of the audience will be elicited by question & answering of poster presenters.

### Congress registration

We would like to make you aware of the ECVS policy that **poster presenters are expected to register and pay for the annual meeting by end of April**. If we do not receive your registration and payment by this date, we will withdraw your poster from the programme as well as withholding the publication of the short abstract in the *Veterinary Surgery* journal. We thank you for your understanding.



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