

GUIDELINES FOR SPEAKER PRESENTATIONS

Preparing your Presentation

1. Presentations must be written and given in **English**, the official language of the congress. No translation will be available.
2. Presentations should be **planned carefully** and each phase of the lecture should be co-ordinated to match the PowerPoint presentation.
3. The **length of time allotted for each presentation** depends on the overall length of the session and the number of speakers in the session. Please consider your timing carefully. Session Chairs are instructed to terminate lectures which exceed their time allotment.
4. Ensure that your slides are in **ratio 16:9**.
5. In compliance with **CME requirements**, all speakers must include a **slide disclosing conflicts of interest** at the beginning of their presentation. If you have nothing to disclose, this slide must be included indicating “nothing to disclose”.
6. Please ensure that the **following requirements ensuring independence, balance and scientific rigour** are met as you prepare and carry out your presentation:
 - All speakers are required to uphold the highest standards of professionalism and ethical conduct.
 - Content must provide objective information based on scientific methods generally accepted in the medical community, and be free of commercial bias.
 - Data presented should be up-to-date.
 - Use of generic names will contribute to impartiality. If the presentation requires trade names, trade names from several companies should be used where available. It is not permitted to use industry logos or brand names in your presentation.
7. All presentations are held in **Microsoft PowerPoint on a PC running Windows**. Only PowerPoint (*.ppt or *.pptx) presentations with standard video formats will be accepted. Presentations in Acrobat PDF format or Word format will not be accepted.
8. If you are using **software other than PowerPoint** on a Windows PC (e.g. OpenOffice, PowerPoint for MAC, Keynote) please make sure your presentation is converted to Microsoft PowerPoint for Windows PCs.
9. Make sure that all **fonts, images, animations and sounds** appear as expected in your PowerPoint presentation.
10. Save the **pictures, graphics or spreadsheets** (Excel) used in your presentation on a USB drive.
11. Save the **fonts** used in your document. Try to avoid the use of non-Standard Windows fonts. If you are using specific, non-Standard Windows fonts then include the fonts you have used on your USB drive.

Preparing your Presentation *cont'd.*

12. If your presentation uses digital **video files**, bring your videos to the Speakers' Room on DVD or USB drive and please ensure that you leave adequate time ahead of your session to discuss and confirm with the technicians that the files are in working order. MPG (MPEG), WMV or AVI are the only acceptable video formats.
13. If you use **hyperlinks** to websites in your presentation, please download the website to your USB drive. Try to avoid too many different folders on the medium.
14. **Special notes for Apple users:**
 - Please give your filename an extension ".PPT".
 - Try out your presentation on a PC before bringing it to the congress.
 - Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a Windows PC).
 - Insert pictures as JPG files.
 - When using videos in (Apple) QuickTime: convert them to MPG or AVI before inserting the video in your presentation.
15. **Do not use timer-controlled transitions** (transitions that switch to the next slide after a pre-set amount of time).
16. In **presentation mode**, your text should be large enough to be easily readable. The slides should not include multiple rows of text in small font.
17. Media to use to provide your presentation:
 - Please bring a **USB memory stick** (flash drive) for PC.
 - If you wish to **compress your files**, use Winzip.
 - We strongly recommend that you bring a **copy of your presentation** on a USB memory stick (flash drive), even if your presentation exists on your laptop.

Speakers' Room

1. You must go to the Speakers' Room to **check in and save your presentation** on the network.
2. It is recommended to go to the Speakers' Room the day before your presentation. Please note that all presentations must be placed on the network **at least 3 hours before the session**. Speakers at early morning sessions are required to submit their material no later than 17.00 on the evening before their session is scheduled.
3. Computers are available in the Speakers' Room for any **last-minute changes and to review presentations**. Presentations may not be edited in the session room.
4. In the Speakers' Room, a **technician** helps you to transfer your presentation onto the network and then performs a quick run-through with you to check that the presentation runs correctly.

Your Presentation

1. Please make sure to arrive in the session room **at least 10 minutes before the start of the session** to meet the Chair(s) and to discuss general session arrangements. Session Chairs have been encouraged to contact speakers prior to the congress to prepare their sessions and to request a short bio from each speaker.
2. Remember, **the three rules of effective presentation** are:
 - i. Introduce your topic and inform your audience about what your intended topic
 - ii. Deliver your talk, including the methods, results and conclusions
 - iii. Summarise the most important points of your lecture for the audiencePlease explain any acronyms used in your presentation as well as your visuals for the benefit of all attendees.
3. To avoid breaks between speakers, **presentations from speakers' own laptops are not permitted** in session rooms.

Permissions, Copyright, and the Use of Your Files

Permissions:

1. It is the responsibility of each speaker to ensure that s/he has the necessary **permissions for any third-party material** included in the presentation. You must have obtained all of the necessary rights and permission to use all third-party content in the recording and materials (e.g. music, video clips, photographs, texts, images) and to grant the ILAE the permission to record this content.
2. **Sessions will be recorded and made available to registered delegates.** In addition, recordings may be made publicly available for other educational purposes. To that end, it is essential that both you and the ILAE have the necessary rights and protections to continue to benefit from your presentation.
3. **If you do not have the necessary right to use any third-party material, you must not include it** in the presentation and in the materials.

Copyright:

4. **The ILAE will hold the copyright to the recording** and will have the option to continue to use the recording and materials. In addition to creating an archive copy for educational purposes, possible uses of the recording include, but are not limited to, inclusion in ILAE websites, social media, the creation of CDs or DVDs, and delivery to the public via distribution partners. The recording and materials may be captured and delivered in any media, format, and form of distribution, including, without limitation, broadcasting and live streaming.
5. **The ILAE does not own the copyright for your presentation or abstract.** The ILAE owns the copyright for all its publications, the congress website, the congress platform, the congress app.
6. **Please understand that there is nothing in these Guidelines requiring you to give your ideas or copyright to the ILAE.** You will retain all of your intellectual property rights to the presentation, material or content presented by you that are captured in the recording.

The use of your files:

7. **A single file with your presentation** is created on the server in the speakers' room; **no copy is made** except for technical back-ups. At the end of the congress, these files are destroyed. Your original materials used in the speakers' room are immediately returned to you.
8. **All sessions will be recorded and made available as on-demand content for registered delegates.**
9. In addition, the ILAE may broadcast, display, reproduce, edit, exhibit and/or distribute the recording of your presentation, in audio and/or video format, and/or any derivative works created from or with it, for other educational purposes, and **the ILAE retains the discretion to choose whether to archive the footage, and whether to use it for any other purpose.**

Requirements for Consent for the Use of Images and Recordings

Consent Overview

You must:

- Give patients the information they want or need to know about the purpose of the recording
- Make/use recordings only where you have appropriate consent or other valid reason for doing so
- Ensure that patients are under no pressure to give their consent for the recording to be made
- Stop the recording if the patient asks, or if it is having an adverse effect on the consultation/treatment
- Ensure that the recording does not compromise patients' privacy or dignity
- Make appropriate secure arrangements for storing recordings

A patient's *implied consent* is sufficient when collecting, using or disclosing an individual's personal health information to provide healthcare within the circle of care, for example to monitor disease, etc. However, a patient's *express consent* must generally be obtained when you share their personal information for purposes other than providing healthcare, such as at a medical congress.

What should be included in the informed consent discussion for the use of photographs, video and audio for educational purposes?

If you intend to use clinical recordings of a patient, particularly for educational reasons, you should consider discussing the following with the patient:

- the reasons for taking the photographs or video
- what will be photographed or recorded, for example, what anatomy or aspect of the disease
- whether the patient will be identifiable
- the possible purposes or applications
- who may be authorised to access the photographs or video, and in what context
- the patient's right to refuse, withdraw, or modify consent

Patients should not feel pressured, and the discussion should be documented in their medical records.

Does public access to the educational programme affect the need for express consent?

It is important to advise patients who will likely have authorised access to the photographs, videos, or audio, and where they may be published. For example, patients should be advised if these will be published on the internet.

Be alert to any personal identifiers

When patients consent to the use of their anonymous photograph or video for educational purposes, you should remove any personal identifiers to protect patient confidentiality. You should remove the patient's name (including any identifying data attached to the digital photograph, video or audio, such as the name on the electronic file) and other identifying information (such as age, gender, patient history, etc.).

Physicians practising in a hospital or institution should be aware of the organisation's policies or procedures for taking photographs, video and audio.

Requirements for Consent for the Use of Images and Recordings *cont'd.*

Anonymity

Patients' photographs, videos and audio should be treated as their personal health information. This is especially so if these depict sensitive or private parts of the body or include items that could identify the patient, such as a birthmark, a ring, the face, or a unique anatomical feature.

If you have any questions on your presentation, please contact
eec@epilepsycongress.org