


32nd **ECCMID**

Lisbon, Portugal
23–26 April 2022

The congress of  ESCMID



SPEAKER PRESENTATION

Guidelines

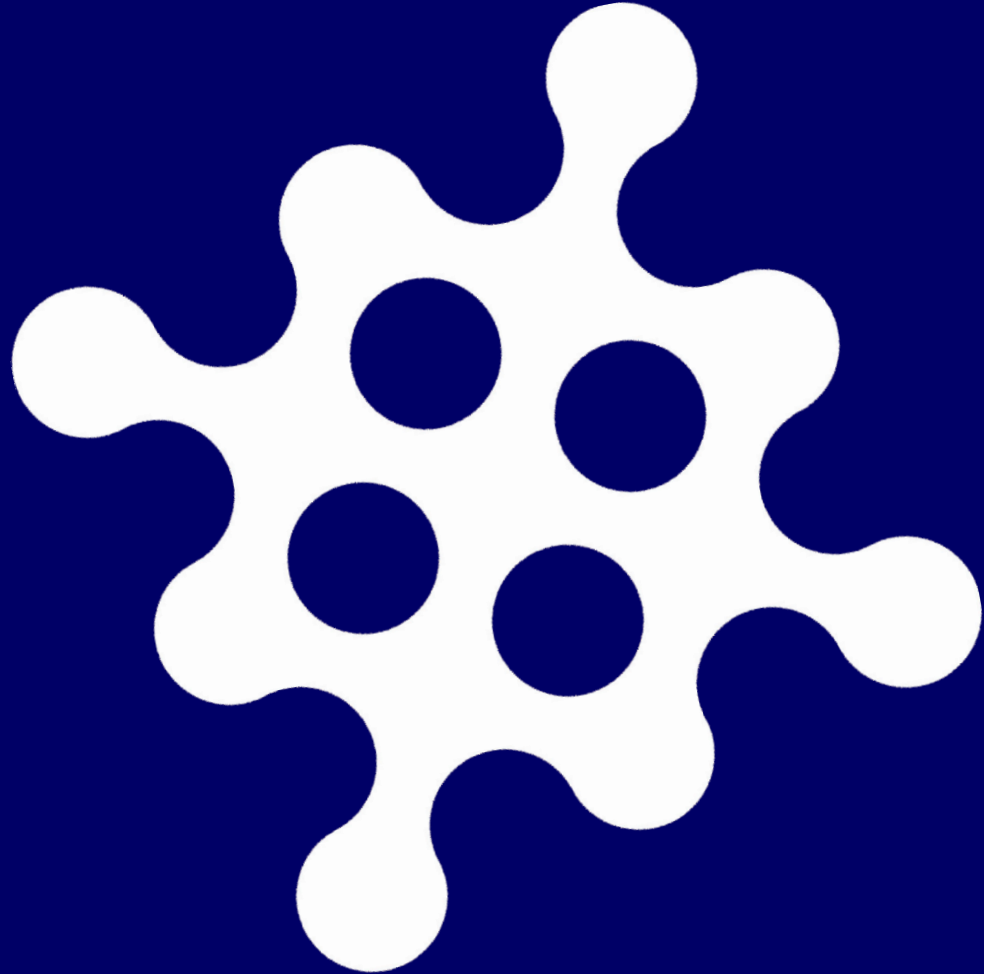
KEY4EVENTS

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PRESENTATION SLIDES

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How to prepare your presentation slides

Duration and number of slides

When preparing your presentation, please take note of the time allocated to your presentation. In general, when trying to assess how many slides you will require for a time slot, 2-2.5 slides per minute is a reliable rule of thumb. A higher number of slides will invariably result in your lecture exceeding the allotted time

How to prepare your presentation slides

Duration and number of slides

Talk duration:

- Keynote lectures: 45-50 minutes
- Symposia (1h/2h): 25 minutes
- Educational Workshops: 30 minutes
- MTE: 15-20 minutes
- Oral sessions (1h/2h) / One-hour case session: 10 minutes
- Mini-oral flash session: 4 minutes
- Virtual Walk through: 20 minutes (both for moderator and reviewer)
- Open Forum: 10 minutes
- Pipeline Corners: 5 minutes
- Special sessions:
 - Late-breaking research from Clinical Microbiology and Infection journal: 20 minutes
 - Late-breaking research from The Lancet group: 10 minutes

How to prepare your presentation slides

Format

Presentation files will be accepted in .ppt and .pptx only

Template

There is no mandatory template. If needed you can find some slides template [here](#)

Ratio

The aspect ratio of your presentation must be 16:9.

File name

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ú, }, {, etc.) to name your file. Do not use passwords or encryption with your files.

File size

The size of any given presentation should not exceed 500 MB.

How to prepare your presentation slides

Font

If you need to use special fonts, please make sure to supply us with the font at Speaker Ready Room and double check after uploading if everything looks as it should. Minimum recommended font size for easy viewing is 20 points.

Text

Your guiding principle should be “as much as necessary, as little as possible”. The text should be concise and to the point, key facts should be highlighted. No more than five text lines should be used per page.

Colours

Colours should be used sparingly. Choose colour combinations that make your text easy to read (preferably dark background - light fonts; avoid red and green).

Layout

Keep your slides clean: avoid to add too much information, especially graphs and experimental data on one single slide. Ensure a logical order of the content. A clear and well-structured arrangement is the most attractive and easiest to view on screen.

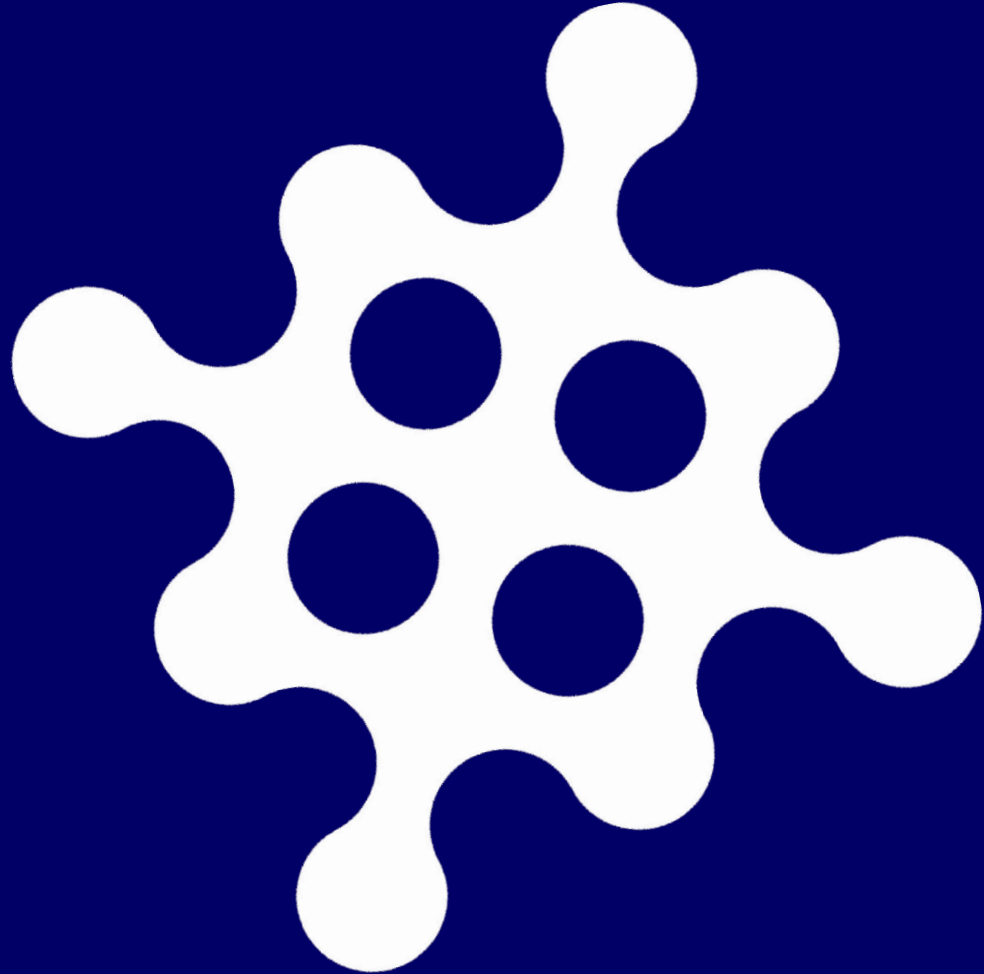
Images

Images can be powerful if they are relevant and illustrate or compliment your content. Only use high quality, royalty free (or cited) images

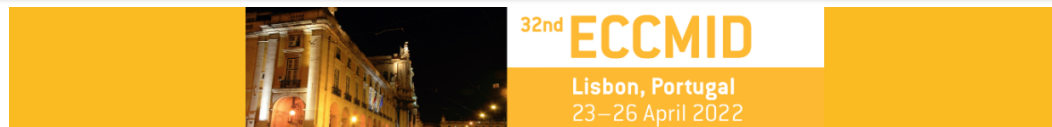
For invited speakers
& industry only

CREATE A POLL

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CREATE A POLL STEP-BY-STEP (1/6)



 [My profile](#)
Manage your registration

 [My biography](#)
Your resume in a few words



Dear Sir / Madam,

We thank you again for taking part in ECCMID 2022. Please find below the list of talk(s) you will give, and/or the list of session(s) you are chairing.

Please keep in mind the time zones, the Programme is in: **23 - 26 April 2022: WEST (UTC +1) / 18 May 2022: CEST (UTC +2)**

If you wish to add your mini-biography, you can click on [My biography](#). If you wish to upload your picture, click on [My Profile](#), import your picture, and click on [Save](#).

Interventions

Session	Intervention	Date	Abstract	Files	Speaker form	Status
2. Bacterial infection & disease Keynote lecture Clinical research in infectious endocarditis: past, present, and future (Hall A) <i>Chair: Winfried V. KERN, Annelies ZINKERNAGEL</i>	José M. MIRO	23/04/2022 13:30 -14:30		 File repository	Fill-in the form	Validated
POLLS						
11. Other Keynote lecture Excellence Award lecture (Hall A) <i>Chair: Jesús RODRÍGUEZ-BAÑO, Maurizio SANGUINETTI</i>	Transcending European clinical research in infectious diseases through collaboration to break down traditional silos <i>Herman GOOSSENS</i>	24/04/2022 09:30 -10:30		 File repository	Fill-in the form	Validated
POLLS						

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➔ Create a poll step-by-step (1/6)

- ✓ Please log in to your speaker profile. *(You should receive login information by email upon registration. Otherwise please contact eccmid@key4events.com)*
- ✓ **NB:** After creating your poll, a link will be generated. You must copy paste this link into your presentation. Please upload your presentation after integrating this link

CREATE A POLL STEP-BY-STEP (2/6)



 [My profile](#)
Manage your registration

 [My biography](#)
Your resume in a few words



Dear Sir / Madam,

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Interventions

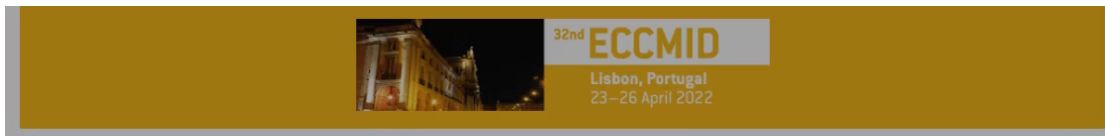
Session	Intervention	Date	Abstract	Files	Speaker form	Status
2. Bacterial infection & disease Keynote lecture Clinical research in infectious endocarditis: past, present, and future (Hall A) <i>Chair: Winfried V. KERN, Annelies ZINKERNAGEL</i>	<i>José M. MIRÓ</i>	23/04/2022 13:30 - 14:30		 File repository	Fill-in the form	Validated
	POLLS					
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	POLLS					

➔ **Create a poll step-by-step (2/6)**

✓ Click on the « POLL » button under the corresponding talk.

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CREATE A POLL STEP-BY-STEP (3/6)



Manage interactivity

In this page, you can manage polls which can be started during your intervention. You can integrate a link to your slides that will allow you to manage the polling session on the day of the event. The attendees on site can participate with the web app, those on remote with the event website.

Session: *OtherKeynote lecture*

Intervention: *Transcending European clinical research in infectious diseases through collaboration to break down traditional silos*

Show entries

Search:

#	Name	Session	Intervention	Room	Started at	Actions
1	Test Poll	EW008	W0029	Hall H	-	✎ ↻ 🗑
2	Test Poll 2	EW008	W0029	Hall H	-	✎ ↻ 🗑

Showing 1 to 2 of 2 entries

First Previous Next Last

+ New poll

➔ Create a poll step-by-step (3/6)

✓ In the pop-up window, click on « New poll » to create a poll

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CREATE A POLL STEP-BY-STEP (4/6)

Manage interactivity

Label: *

Type: *

One answer only

One answer only

Multiple answers

This is my question: please check yes?

Answers

+

yes

Show answer as "correct"

no

Show answer as "correct"

maybe

Show answer as "correct"

+ Add an answer

ⓘ How to integrate this vote in your slides

Cancel and go back to the list

Save

Tips to integrate the poll link
in your presentation



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➔ Create a poll step-by-step (4/6)

- ✓ **On the left side**, fill in the mandatory fields:
 - Label
 - Type (one answer only OR multiple answers)
 - Text of your question
- ✓ **On the right side**, add as many answers as you need.
 - To add an answer, click on « Add an answer »
 - To delete an answer, click on the trash button
 - If you need to display one or several answers as correct, tick the box « Show answer as right » under the answer(s).
- ✓ **Click save** when you have finished

CREATE A POLL STEP-BY-STEP (5/6)

Manage interactivity

Your poll has been created with success!

The poll **test** has been created. To integrate it to your presentation, please follow the steps right below

Integration in your presentation

To integrate this poll in your slides and in order to start it the day of your presentation, please follow this steps:

- copy the link below: <https://eccmid2022.qa.stream-up.eu/vote-6-7ca04e29e14657608bb972be1>

- select the slide content which will open the poll (image, button, text) on click.

- right click to open the right-click menu, select the « hyperlink » option and paste the link in the url input.

The presentation day, by clicking to the content associated with the link, you can start the vote and display the result.

[Return to the list](#)

[Create a new poll](#)

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➔ Create a poll step-by-step (5/6)

- ✓ **Copy paste the link in your PPT presentation** to be able to launch your poll during the presentation.
- ✓ **You can create a new poll** for the same presentation **or return to the list of polls created**

CREATE A POLL STEP-BY-STEP (6/6)




Manage interactivity

In this page, you can manage polls which can be started during your intervention. You can integrate a link to your slides that will allow you to manage the polling session on the day of the event. The attendees on site can participate with the web app, those on remote with the event website.

Session: OtherKeynote lecture

Intervention: Transcending European clinical research in infectious diseases through collaboration to break down traditional silos

Show entries

#	Name	Session	Intervention	Room	Started at	Actions
1	Test Poll	EW008	W0029	Hall H	-	  
2	Test Poll 2	EW008	W0029	Hall H	-	  

Showing 1 to 2 of 2 entries

First Previous Next Last


Add a new poll

+ New poll

Update poll

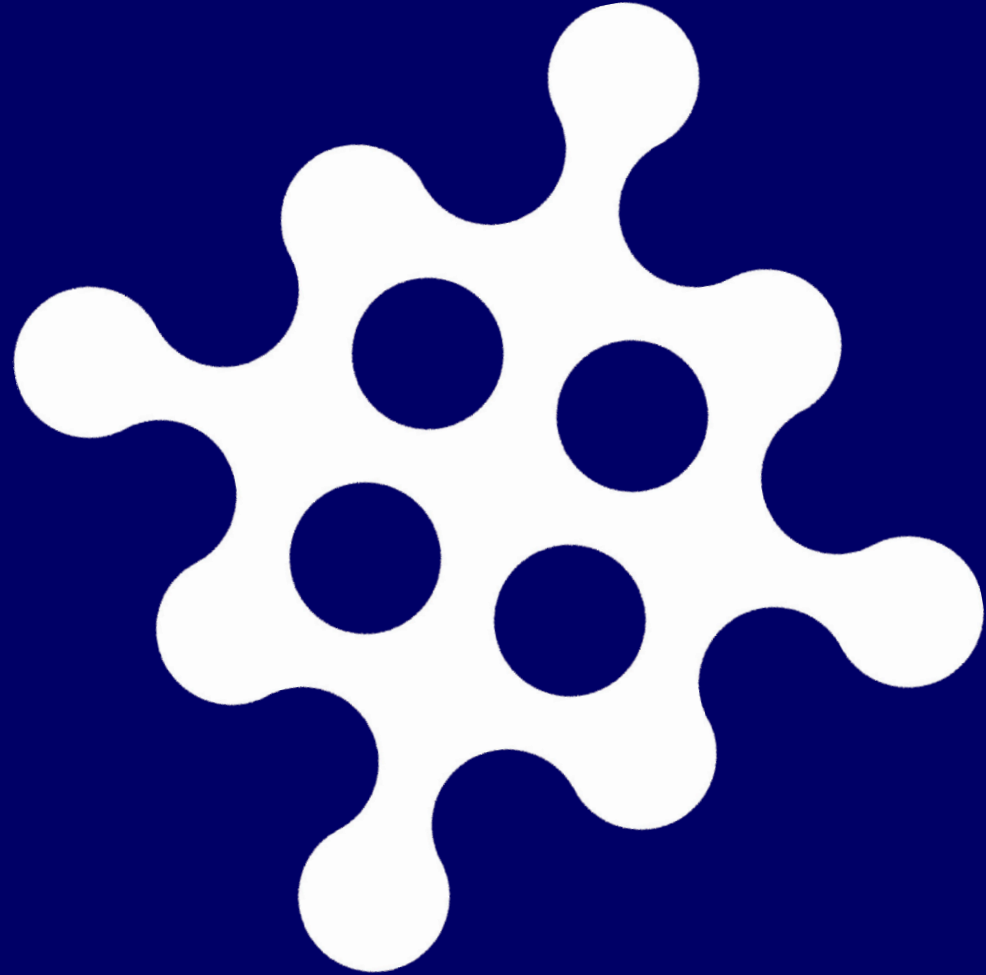


Create a poll step-by-step (6/6)

- ✓ You can come back whenever you need to update your poll or create new ones
- ✓  If you have several talks, there is a <manage interactivity> page for each talk; you cannot see all of your polls from your different talks in one page.

**UPLOAD YOUR
PRESENTATION**

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UPLOAD YOUR PRESENTATION STEP-BY-STEP (1/3)

Please note that it will not be possible to use your own laptops or USB keys for upload in the hall of the session.



My profile

Manage your registration



My biography

Your resume in a few words

**Deadline to upload:
22 April 12:00 WEST**

Dear Sir / Madam,

We thank you again for taking part in ECCMID 2022. Please find below the list of talk(s) you will give, and/or the list of session(s) you are chairing.

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Interventions

Session	Intervention	Date	Abstract	Files	Speaker form	Status
12. COVID-19 1-Hour Mini-oral Flash Session	Early administration of remdesivir may reduce mortality in hospitalised COVID-19 patients: a propensity-score matched analysis <i>Mario KAROLYI</i>	23/04/2022	Abstract	File repository	Fill-in the form	Validated
23. COVID-19 2-Hour Oral Session	Camostat mesylate versus lopinavir/ritonavir in hospitalised patients with COVID-19: results from a randomised, controlled, open-label, platform trial (ACOVACT) <i>Mario KAROLYI</i>	23/04/2022	Abstract	File repository	Fill-in the form	Validated

➔ **Upload your presentation step-by-step (1/3)**

✓ Please log in to your speaker profile.
(You should receive login information by email upon registration. Otherwise please contact eccmid@key4events.com)

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UPLOAD YOUR PRESENTATION STEP-BY-STEP (2/3)

Please note that it will not be possible to use your own laptops or USB keys for upload in the hall of the session.

Dear Sir / Madam,

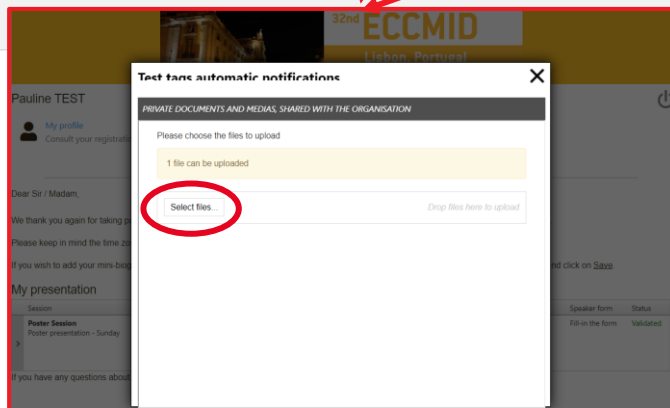
We thank you again for taking part in ECCMID 2022. Please find below the list of talk(s) you will give, and/or the list of session(s) you are chairing.

Please keep in mind the time zones, the Programme is in: **23 - 26 April 2022: WEST (UTC +1) / 18 May 2022: CEST (UTC +2)**

If you wish to add your mini-biography, you can click on [My biography](#). If you wish to upload your picture, click on [My Profile](#), import your picture, and click on [Save](#).

Interventions

Session	Intervention	Date	Abstract	File repository	Speaker form	Status
12. COVID-19 1-Hour Mini-oral Flash Session COVID-19 treatment insights and advances (Hall Q) Chair: Raquel DUARTE, Dafna YAHAV	Early administration of remdesivir may reduce mortality in hospitalised COVID-19 patients: a propensity-score matched analysis Mario KAROLYI Abstract	23/04/2022		File repository	Fill in the form	Validated
23. COVID-19 2-Hour Oral Session Late breaking drug treatment approaches for COVID-19 (Hall J) Chair: Ursula HOFER, Bruno MEGARBANE	Camostat mesylate versus lopinavir/ritonavir in hospitalised patients with COVID-19: results from a randomised, controlled, open-label, platform trial (ACOVACT) Mario KAROLYI Abstract	23/04/2022		File repository	Fill in the form	Validated



**Deadline to upload:
22 April 12:00 WEST**

➔ **Upload your presentation step-by-step (2/3)**

- ✓ Click on “File repository”.
- ✓ In the pop-up window, click on “Select files” to upload your slides from your computer.

Please note that only .ppt and .pptx files are accepted

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UPLOAD YOUR PRESENTATION STEP-BY-STEP (3/3)

Please note that it will not be possible to use your own laptops or USB keys for upload in the hall of the session.

The screenshot shows a web interface for uploading a presentation. A pop-up window titled "Test tags automatic notifications" is open, displaying a confirmation message: "you've uploaded your file". Below this, there is a "Select files..." button and a list of uploaded files. The file "Slides.pptx" is listed with the status "File(s) uploaded successfully." and is highlighted with a red box. A red circle with an 'X' is positioned in the top right corner of the pop-up window, indicating it can be closed. The background interface shows the user's profile (Pauline TEST) and a table for the presentation session.

Session	Speaker form	Status
Poster Session Poster presentation - Sunday	Fill-in the form	Validated

**Deadline to upload:
22 April 12:00 WEST**

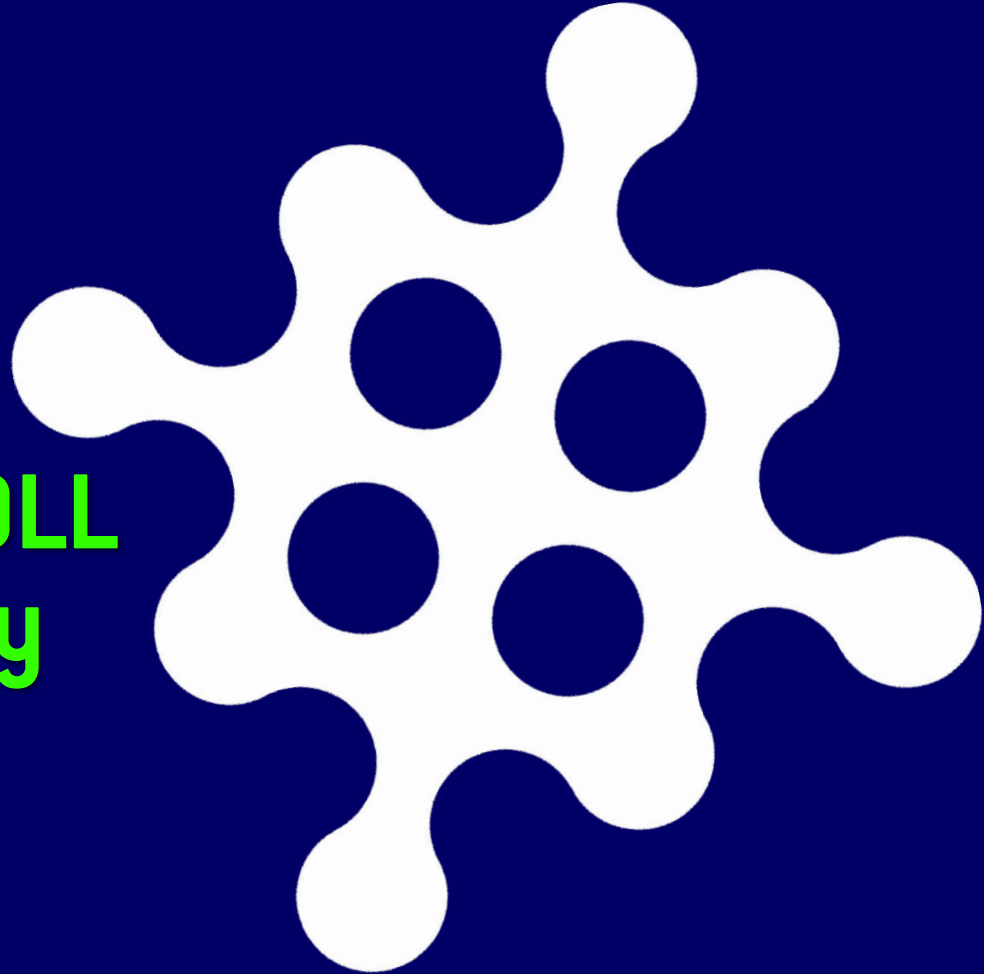
- ➔ **Upload your presentation step-by-step (3/3)**
- ✓ The file uploaded will appear in the pop-up window
- ✓ Once the file is uploaded, you can close the pop-up window.

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For invited speakers
& industry only

LAUNCH YOUR POLL
On the D-Day only

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LAUNCH YOUR POLL STEP-BY-STEP (1/3)

YOUR SLIDE

Poll link

<https://eccmid2022.eccmid.org/vote/67c084676989736be1>

Lisbon, Portugal
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32nd **ECCMID**
THE CONGRESS OF
ESCMIID

32nd **ECCMID** Lisbon, Portugal
23–26 April 2022

The congress of ESCMIID

What is your favorite color ?

- Green
- Red
- Yellow
- Blue

Scan to vote

Start poll

67 connected

Vote: <https://vote.eccmid.org> with code: ECCMID2022A

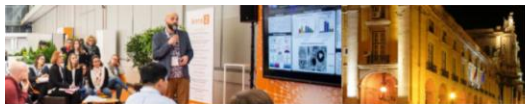
➔ **Launch your poll step-by-step (1/3)**

✓ **The d-day** during your presentation, you will have to click on the link integrated in your presentation to launch the polling interface for the audience

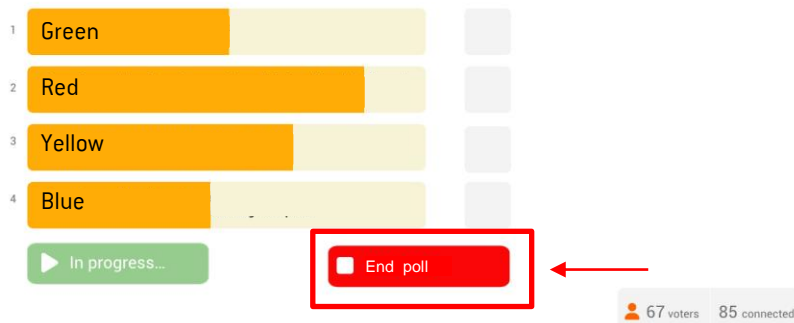
✓ A webpage will open over your presentation with the polling interface

✓ Click « start poll » when you are ready

LAUNCH YOUR POLL STEP-BY-STEP (2/3)



What is your favorite color ?



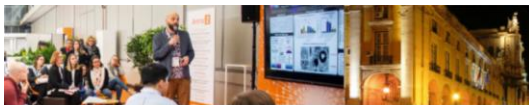
➔ **Launch your poll step-by-step (2/3)**

- ✓ You will see in real time the answers from the audience
- ✓ Whenever you want, click on « End poll » to stop polling

Vote: <https://vote.eccmid.org> with code: ECCMID2022A



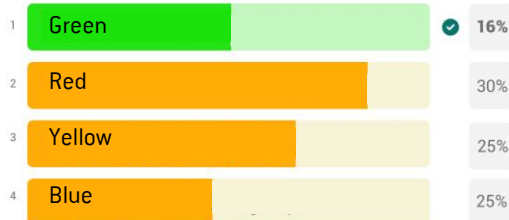
LAUNCH YOUR POLL STEP-BY-STEP (3/3)



32nd **ECCMID**
The congress of ESCMID

Lisbon, Portugal
23 – 26 April 2022

What is your favorite color ?



▶ Continue poll

✕ Back to slides

67 voters



Vote: <https://vote.eccmid.org> with code: ECCMID2022A



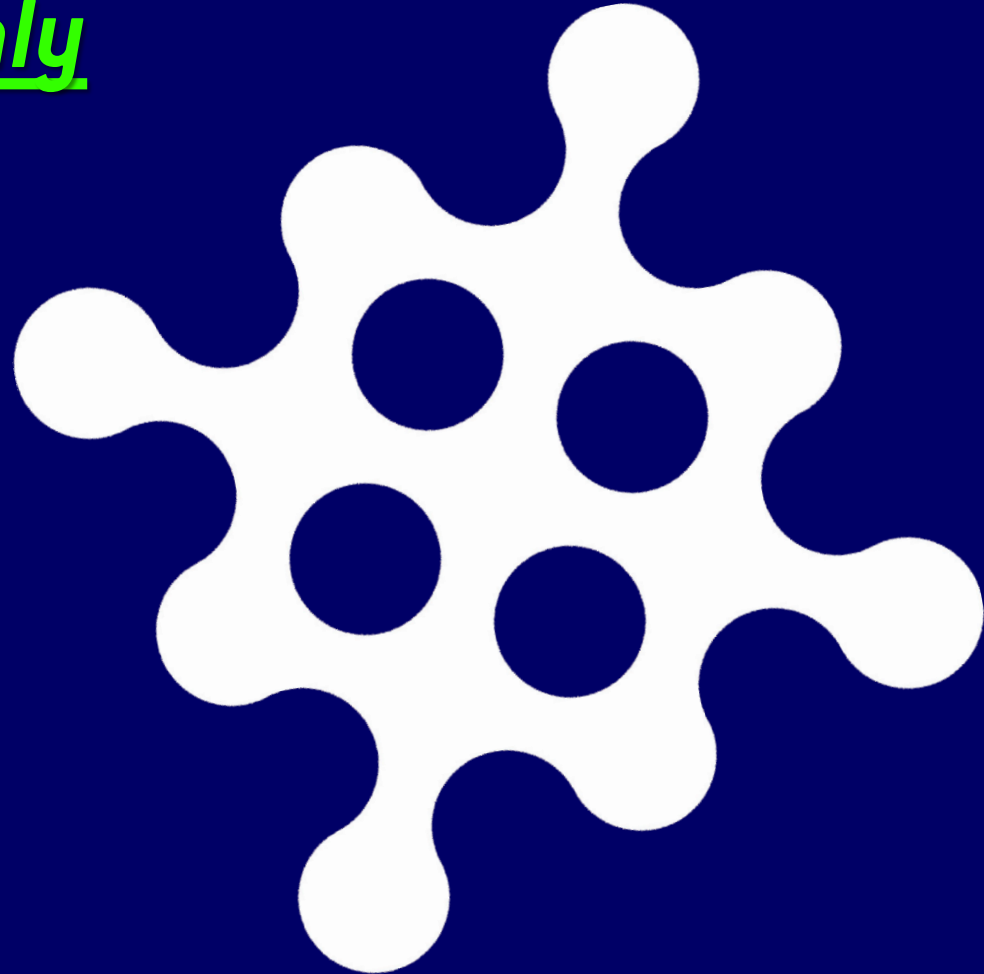
➔ Launch your poll step-by-step (3/3)

- ✓ Once ended, results will be displayed to the audience
- ✓ If you ticked as correct an answer when creating your poll, it will be displayed in green
- ✓ You can click on « Continue poll » to launch again the poll or click on « Back to slides » to go back to your presentation

For online speaker only

THE DAY OF THE SESSION

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Best practices during the live

- ➔ Be at the same place and have the same equipment than during the training
- ➔ Check your session time based on your time zone
- ➔ Try to sit tigh and not move too much (To the sides but also towards your computer)
- ➔ Please never turn off your camera
- ➔ Mute yourself when you are not talking
- ➔ Turn off your computer notifications and close all programs which are not used for the session
- ➔ Put your phone on silent mode

Access to the waiting room

- ➔ We will send you a zoom link by email to join the waiting room
- ➔ We kindly ask you to connect to zoom 45 minutes before the beginning of your session
- ➔ A technical team will be there to welcome and help you
- ➔ This allocated time before the start is to prepare the template with camera and audio control and for the last technical check:
 - Sound check
 - Video and Light check
 - Light check
 - Check the internet bandwidth



Note: we ask you no to connect at the same time at the congress platform. It will disturb you with the sound and notifications.

Note: for technical purpose, once you are connected to zoom, please do not turn off your camera. We need to setup and fix the final template for live.

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- **Speakers, Chairman : you will go live !**

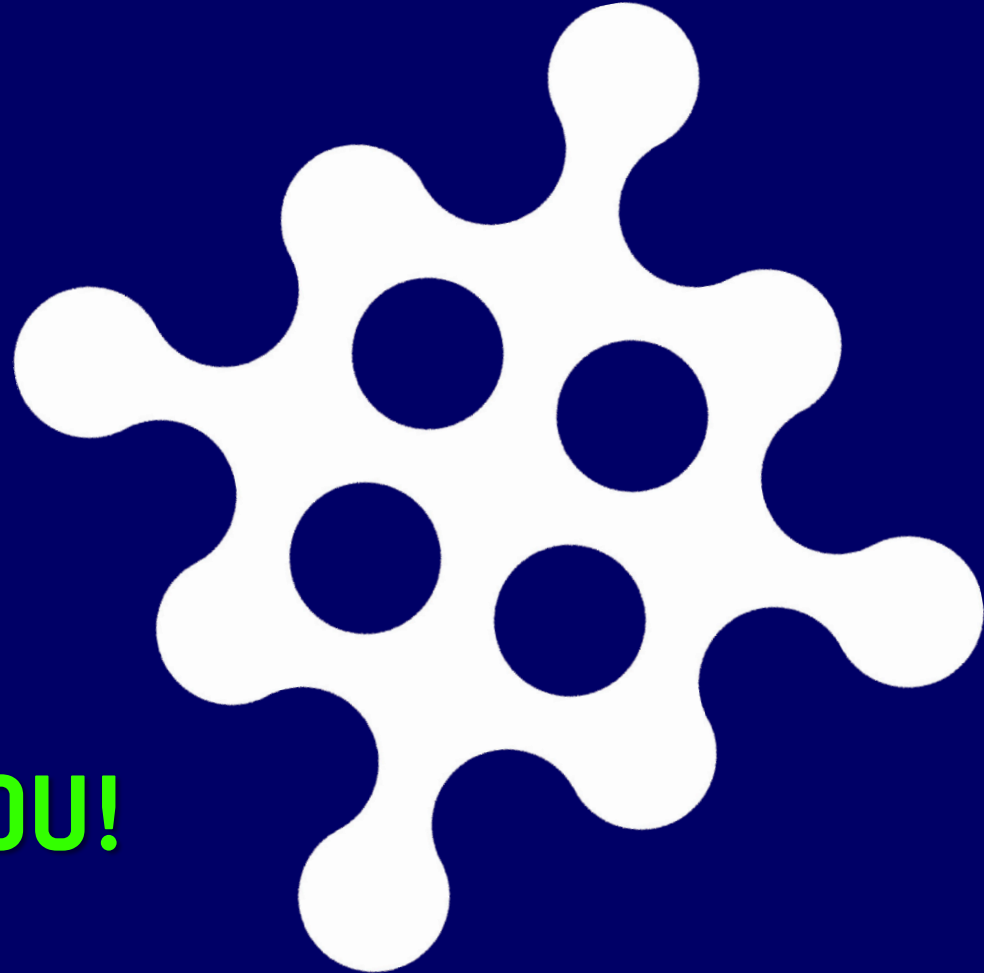
The technical team will check with you the run of the session

- ➔ Chair(s) will introduce the session and can make transitions between each presentation
- ➔ Speaker: The technical team will display the slides and will give you the control of your presentation
- ➔ After all presentations, chairs will drive the Q&A session

Assistance

For any technical issue, please send
an email to:

eccmid@key4events.com



THANK YOU!

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