



19<sup>th</sup> INTERNATIONAL SOCIETY OF PHARMACOVIGILANCE  
**ANNUAL MEETING**  
New opportunities for new generations

26 - 29 October  
*Bogotá* **2019**



## GUIDELINES FOR SPEAKERS

Dear speakers

Before preparing your oral presentation and before coming to the 19<sup>th</sup> ISoP Annual Meeting, we recommend you take a few minutes to read the following guidelines.

### Oral Presentation Specifications & Guidelines

Oral presentations are always accompanied by presentations projected on the screen in the lecture room. Speakers are entirely responsible for the production as well as for the content of their presentations (order, graphics etc...) you can find the conference logo and the template on the website.

Once onsite, every speaker should also verify in the printed Programme Book that the name of the room and the time of the session assigned for his/her presentation have not changed.

### Your presentation in general

All presentations as well as questions from the audience must be delivered in **English**, as English is the official language of the 19<sup>th</sup> ISoP Annual Meeting, however, there will be simultaneous translation

Please keep in mind that **time reserved for your presentation (depending on the particular session it has been incorporated in) includes already time for questions and possible discussion** (unless specified otherwise by the chairs of the session), therefore you may want to adapt the length of your talk accordingly and please keep the time of your presentation.

It is strongly recommended that you have a disclaimer slide and use of the conference logo in your presentation.

### Format of your presentation

- Use Microsoft PowerPoint™ version 2010
- Video files must be integrated in your PowerPoint™ presentation
- Use screen resolution 16:9 otherwise we will not be able to show your presentation (you will find instructions at the end of the document on how to prepare your presentation in 16:9). Do not forget to add a slide with your Conflict of Interest



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You can find below the template for disclaimer

**DISCLAIMER**

- **Please state here your conflicts of interest**  
*(i.e. speakers should state if they are full time employee and /or stock holder of [ ], if consulting fees or grants received). If no conflicts, state that they have no relevant financial relationships to disclose)*

The views expressed in this presentation reflect the personal views of the contributors and/or presenters (Authors) and do not necessarily reflect the views of the Institutions employing those Authors nor the views of ISoP or organisers of this meeting, nor any other institutions those Authors may otherwise be collaborating with.

- Please bring a USB with your presentation (Microsoft PowerPoint™ version 2010) to the technician at the Speakers' Preview Room at least 2 hours the start of the session during which you will give your presentation
- When you use PowerPoint™ always use the option: 'Font TrueType'
- If you use a Mac/Macintosh™, computer, save your presentation on a PC format

### Depositing your file

Your presentation must be handed over to the personnel in the **SPEAKERS' PREVIEW ROOM**, as far in advance as possible but **not later than TWO HOURS before the beginning of each of your dedicated session(s)**.

The presentations for an early morning session should be handed over to the Speaker's Preview room the evening before.



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In the Speakers' Preview room, you will be assisted by a technician who will help you upload your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.

Once uploaded to the internal network, your presentation will be sent directly to the lecture room assigned for your presentation.

**The Speaker Preview room is located near commercial Area in the hall "Valle" and is open at the following times:**

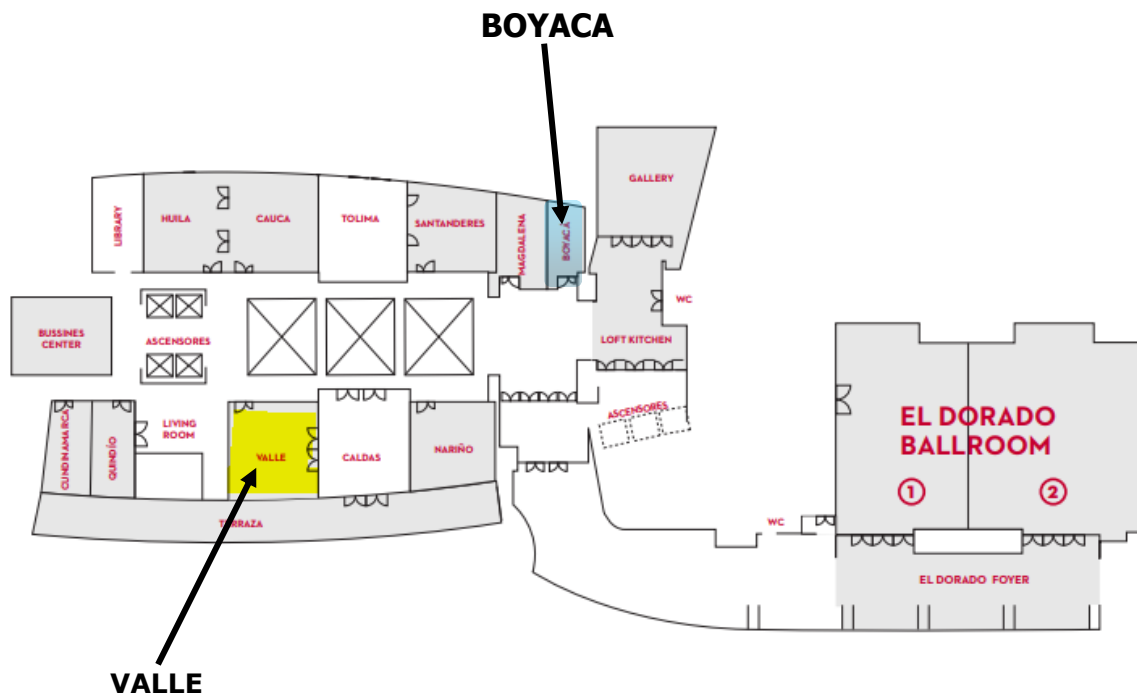
Friday, 25 October 2019 16:00 – 18:00

Saturday, 26 October 2019 07:30 – 17:30

Sunday, 27 October 2019 07:30 – 17:30

Monday, 28 October 2019 07:30 – 17:30

Tuesday, 29 October 2019 07:30 - 14:00 Hall "Boyaca" in front of the Commercial Area entrance





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Your presentation will be posted on the ISoP website (password protected) after the conference, unless you don't agree. Please contact the organisers for more information.

### **In the lecture room**

It is highly recommended you **arrive to the respective lecture room enough time ahead** prior to your presentation to meet with the session chairs and familiarize yourself with the technical setup, if your presentation has a video please advise the technical.

When your turn comes and your presentation is launched on the screen, you will advance your own slides using the remote control.

Please, **DO NOT come at the last minute with your own computer** into the lecture room: all presentations must be uploaded in the Speaker's Preview room beforehand. *(If you can't avoid presenting from your own laptop after all – please make sure you stop by the Speaker's Preview room anyway – enough time ahead – to inform the personnel and to make sure we are ready for such eventuality).*

### **PREPARATION RECOMMENDATIONS:**

- Before the meeting, do not hesitate to contact your chairperson(s) for any questions regarding your session/presentation
- Plan your presentation carefully
- Co-ordinate each phase of your lecture with your PowerPoint™ slides
- Number the sheets at the bottom of the page, and have them in proper order and position
- Avoid unfamiliar abbreviations or expressions
- Your copy should be highly legible (ALL CAPITALS, for instance) double or triple-spaced, with well-marked cues for slides
- For PowerPoint™ slides, a coloured background usually works better than black and white. However, colours should be kept limited and simple
- Optimise the visual simplicity of your slides – use few words and avoid sentences
- Try not to use more than 6 bullet points per slide
- Leave out text you do not plan to discuss
- Use several slides to cover a detailed topic that cannot be logically included on one slide
- If you must refer to one slide on several occasions during your presentation, use duplicates instead of trying to return to the original
- To coin a phrase, graphs often speak louder than words



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### THREE EFFECTIVE PRESENTATION RULES:

1. Introduce your topic and inform your audience what you intend to speak about
2. Deliver your talk, including the methods, results and conclusions
3. Summarize for your audience the most important points of your lecture

**Note:** *The sessions will have a simultaneous interpretation. Please be aware that some participants may not speak your language as their mother tongue, please remember to speak slowly and clearly.*

### DELIVERY TIPS:

- Bring a text prepared specifically for the oral presentation
- Find time before sessions begin, and acquaint yourself with the operation of the podium and location of the equipment. Conference staff will be present to assist you
- Give the technician any special instructions you may have before, not during the talk
- Be careful to speak in accordance with your slide sequence, discuss the material as written on the slide
- Use a laser pointer to guide the audience. Do not wave the pointer around the slide
- Remember to speak slowly and clearly
- Please stay within the time limit allocated for your presentation

### How to prepare your presentation in a 16:9 format

Open PowerPoint™

Go under Design



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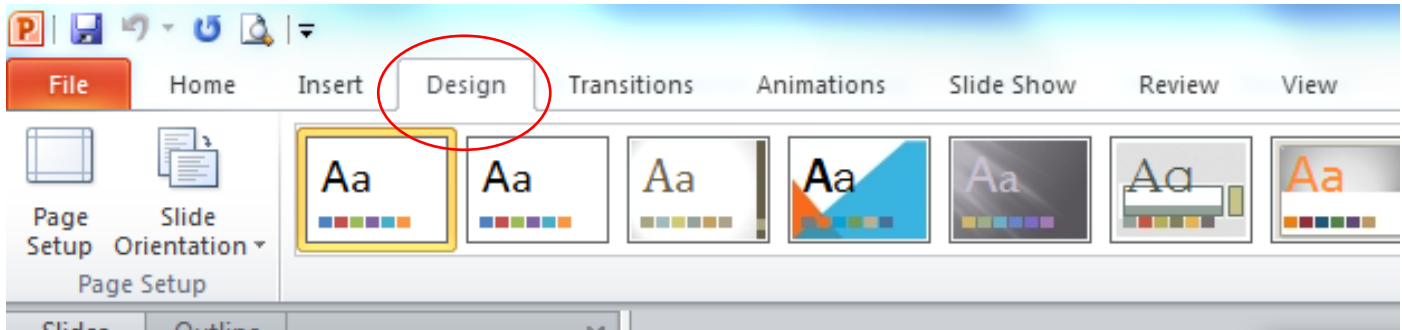




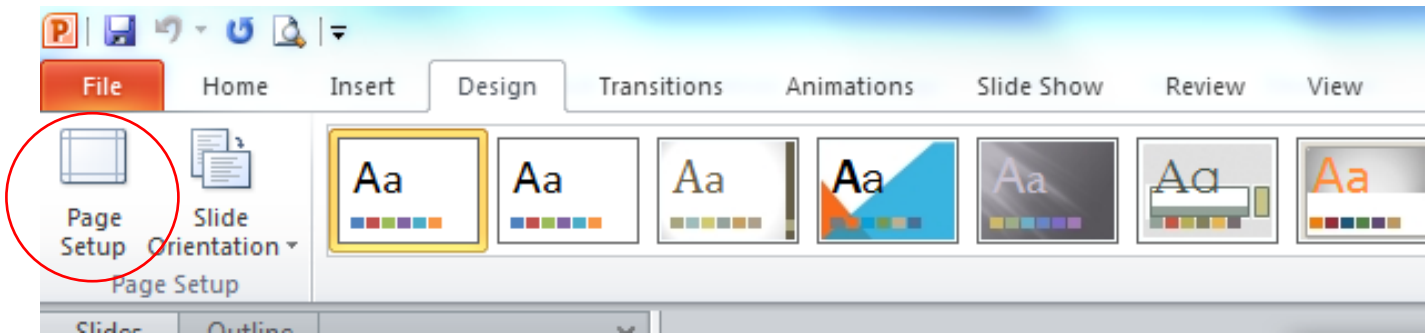
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Then under page Setup:



Finally on "Slides sized for" select "On-screen Show (16:09)" on the drop down list



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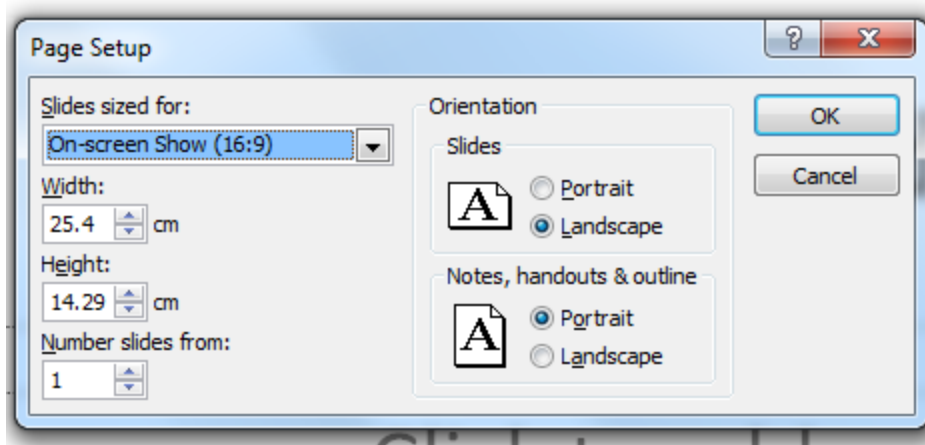
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