XVIII. International Symposium on Amyloidosis 4th – 8th September 2022 | Heidelberg

ISA | 2022

Speaker Guideline

Please read this guideline carefully and fill out this form afterwards. You can find the query form [here.](#) Please complete this form, whether you have comments or not, by August 28, 2022.

The auditorium "Aula" is the main lecture room. The description applies to this room.

All speakers have to be registered for the congress [on this platform](#).

Submission of the presentations

Submission of presentation slides: please **by August 28, 2022**.

The date is chosen shortly before the congress to accommodate you. We therefore ask you to refrain from asking for a postponement. The sequence of lectures is so fast that it is not possible to connect individual laptops, even to do a test or similar.

You will find the link to upload your presentation in the form.

There is no data limit. The upload speed depends mainly on your device.

If you would like to name a technical specification for the control room, please write this in the field "*Technical specifications* ".

For the presentation of your lecture in the virtual venue and as video on demand, we would like to include a lower third with your name and Institution. Please provide us with this in the field *"Lettering video presentation"*.
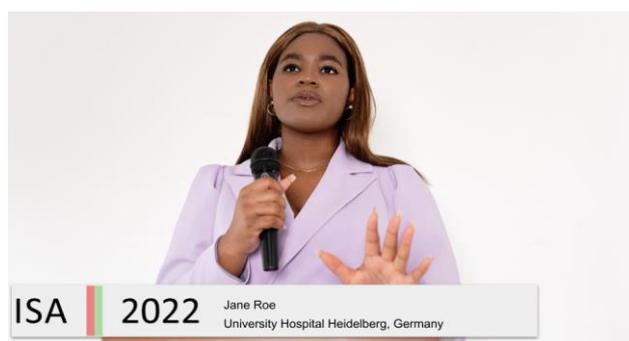
Example:
Name: Jane Roe

Institute: University Hospital Heidelberg

(Please note the character limit of 40 characters.)

Land: Germany

XVIII. International Symposium on Amyloidosis 4th – 8th September 2022 | Heidelberg

If you would like to share a more general comment about your presentation, please write this in the "*comments box*". Please note that we can only read the information and process it as best we can, but cannot enter into any communication.

The slides

There is no layout prescribed by the Congress. We think it is better if the slides show the individual origin and handwriting of the speaker.

Screen Size: The screens are optimized for widescreen 16:9 ratio. Please keep this in mind when preparing your slides. Presentations in the 4:3 ratio will be compatible but will not make the best use of the screen dimensions.

Embedded movie: If your presentation contains a movie, please make sure that you test it in a Microsoft environment. Example: MOV files are NOT supported in Windows PowerPoint™.

If necessary, please download videos from the internet beforehand and include them in the presentation. There is also the possibility to play an extra video before the presentation. (please make a note in the comment field for technical specification)

Fonts: Use sans-serif fonts. These fonts project better and are easier to read. Examples of sans serif fonts include Arial, Helvetica, Calibri and Verdana. An 18-point font size is recommended. Words in all capital letters and custom fonts are hard to read.

Keep slide count to a minimum. Use a maximum of eight slides per 10 minutes or 16 slides per 20 minutes of an oral presentation. Leave a blank space that is at least the height of a capital letter between each line of print.

Questions on site

There will be a workstation on site in the room behind the lecture room (door to the right of the stage) where you can review your slides if necessary. The assistant here is in contact with the control room, which is staffed by several people in the lecture room, so that further questions can be clarified.

Please clarify all questions several hours before your presentation!

Be in time for the session

Seats in the front row are reserved for the speakers of the current session and the upcoming session.

Please arrive at your session room 30 minutes before the session start time and report to our speaker support team member, also in the front row.

Equipment of the lectern

At the lectern you will not have a laptop but a preview monitor. A clock is integrated into the preview monitor, so that you can stay within the given time frame.

A monitor is also next to you on stage. If you have a speaker's view with text on your slides, it is shown here (and not on the preview monitor).

- Remote control with integrated laser pointer with which you can show the slides.

- Lectern microphone.

- If desired, handheld microphone or microphone on neck (please specify in "*Technical specifications*" if desired).

- Technical specifications can be, for example, if you prefer another micro or would like to add another device in your speech. Please mention this in the field "*Technical specifications*" in your submission.

Task of the control center

The technician displays the set of slides you have delivered.

The technician has a camera and will also film you as the speaker. In the virtual venue, the slide set will be prominently displayed, along with your image as speaker.

The technician controls the light and sound in the room.

Where will your lecture be shown?

a) Live in the room

b) Live as streaming in the virtual venue for the virtual participants

c) As video on demand, the presentation will be uploaded to the virtual venue on the same day to be available to participants in other time zones and to be available to all participants after the congress until 21 October 2022.

Presentation Policies

Use of generic drug names

Any discussions of drug therapies should feature the use of generic names. Should trade names be used, please make sure that several different brand names are used, if possible. We realize that for certain therapies there may be only one drug or brand name; in this case, the generic name should be used. Please ensure that your written and oral statements to participants disclose any potential conflicts of interest.

Copyright information

If you are going to use copyrighted material for which you do not believe the fair use doctrine applies, you must obtain written permission from the respective copyright owners for its use or adaptation in your presentation. Cartoons, images from movies or television programs, magazine articles, etc., all require written permission to use.

Please include appropriate citations of all third-party materials. At minimum, your citation should include the name of the author(s), book or journal title and year of publication.

Logos

Please do not use logos of companies in the health sector. Logos of academic institutions are allowed.

If you give your lecture in lecture room 14

Lecture room 14 is opposite the main lecture room.

The equipment is simpler. The lectern is equipped with a preview monitor, but there is no second floor monitor.

If you are a Poster-Presenter

Please read the instructions for Poster presenter. Please remember to upload your poster and an MP3 file in Conftool for the virtual audience (see Guide for Poster Presenters).

Declaration of consent

By participating as a speaker, you agree to your presentation being recorded and published during the congress and distributed to congress participants (also as video on demand). This consent also applies to any recordings by a photographer and the passing on of photos.

Need Help?

Something with the upload doesn't work? Other technical problem? Please contact:

support@pyxea.de