



A step-by-step guide for oral presenters at ESCAIDE

This document is a step-by-step guide that will help you on your role as an oral presenter at ESCAIDE 2024, during a *Fireside session*.

Step 1. Register for the conference

As an abstract presenter, it is mandatory for you to register to attend the conference by 2 September. This requirement applies regardless of whether you plan to present in person or online. Registrations are free of charge. Please complete the registration form at the following link: [Registration \(escaide.eu\)](https://escaide.eu).

Presentation format options:

- **In-person:** We encourage you to attend the conference in person if possible, to maximise engagement and networking opportunities.
- **Remote presentation:** If you are unable to attend in person, you have the option to present remotely. Instructions for remote presentations will be provided upon registration.

Important notes:

Ensure that all information provided during registration and profile setup is accurate and complete. After registering, closer to the conference dates, you will receive an email confirmation with login details for the online conference platform (hosted by *Swapcard*). It's important to complete your profile since it will be visible to all attendees and linked to the conference programme.

If you need to change your attendance mode please email us at escaide.conference@ecdc.europa.eu promptly. For switching from in-person to online, we will make the necessary adjustments. If changing from online to in-person, please note that space may be limited as the conference dates approach, and we cannot guarantee availability. If you are unable to attend, you may nominate a co-author to present your abstract in your place.

Step 2. Prepare your presentation

As ESCAIDE continues to be a hybrid event, all oral presentations will be *live streamed*, whether you are presenting in person or remotely. Each *Fireside session* will follow a running order of the presentations as defined in the conference programme. Your intervention for the *Fireside* will be **up to 15 minutes**, structured as follows:

- 7 minutes to introduce yourself and the work you are presenting. You can use slides.
- 7 minutes of moderator-led discussion, based on questions prepared by the moderator, along with questions from the audience.
- 1 minute transition to next presenter.

Presentation content

Given the limited time, please focus on the following:

- **Disclosure of funding and potential conflicts of interest:** Outline sources of funding and any potential conflicts of interest related to your research, to maintain transparency at ESCAIDE.

- **Key messages:** Select 2 or 3 critical aspects of your research to highlight. Explain these clearly and concisely.
- **Future directions:** Be clear about what you want to do with your research and the next steps. Whether you are proposing a public health action, seeking further research opportunities, or looking for collaborators, be explicit about your goals.

Presentation structure

You may want to consider the following structure for your oral presentation and PPT:

- **Opening (1 minute):** Start by briefly introducing yourself, the background of your research, and any conflicts of interest. Clearly state the key message you want the audience to remember, and pose a strategic question to the audience to ponder as they listen to your talk. Write your questions in your slides, so that both the online and in-person audiences can read them and think about them.
- **Main content (5 mins):** Focus on the essential points of your research that you wish to emphasise.
- **Conclusion (1 min):** Recap your key message and outline next steps, linking back to the engagement question posed earlier.
- **Moderated Q&A (7 mins):** The moderator will facilitate a Q&A session using both pre-prepared questions and questions submitted by the audience.

Language requirement

Please note that the conference is conducted in English, and all presentations must be delivered in English.

For remote presenters:

As a remote speaker in a *Fireside session*, you will be invited to a technical check activity where our technical staff will brief you and test your equipment. Detailed information of this check will be sent in a separate email with instructions, and you will be invited to schedule your **technical check within a month before the conference dates**.

After your technical check is completed, we will send you a calendar invitation indicating the day and time you will be connected live into the conference as well as the connection link. Please note that the calendar invitation will be scheduled 30 minutes in advance, to make sure that there is enough time to handle a further technical pre-check before you go live.

Step 3. Send us your slides

If you choose to use slides for your presentation:

- Please use 16:9 ratio for proper display.
- Design slides with clear visuals and concise statements to engage all attendees.
- Aim for one slide per minute, totalling about 7 slides for a 7-minute talk.
- Avoid animations to prevent delays during live streaming.
- If you would like to embed video, please let us know - these will be saved separately and integrated in the presentation at the right moment.

You will receive email instructions from escaide.conference@ecdc.europa.eu for uploading your slides closer to the conference date.

Step 4. Present at a Fireside session

Before the session

Before your *Fireside session*, check your PowerPoint slides in the speaker preview room to confirm they are correctly uploaded to the audio-visual system. The room is open from 8:00am to 4:30pm daily, with priority given to presenters on the day of their session.

If your presentation is scheduled for the morning, please go to the preview room no later than 9:00am on the day of your presentation. **If you have been allocated an afternoon slot**, no later than 11:30am.

Be in your session room at least 20 minutes early to meet the moderator and get comfortable with the audio-visual setup.

During the session

A *Fireside session* is a moderated discussion where you will have the opportunity to discuss your work and answer questions. During a *Fireside*, the moderator introduces the overall theme of the topic-specific *Fireside session* and invites participants to ask questions in the chat.

The session will then follow the predefined timetable indicated in [Step 2](#). Please adhere to these time requirements to ensure all participants are given an equal opportunity to describe their work and interact with the audience during the session. We also encourage you to engage with the participants in the chat after the session is done.

Step 5. Promote your talk

ESCAIDE 2024 is promoted on the ESCAIDE social media channels ([Facebook](#), [LinkedIn](#) and [Twitter \(X\)](#)). Please help us spread the word by announcing your participation on your social media channels, by using #ESCAIDE2024.

Summary of actions

- a. Register for the conference making sure you indicate correctly if you will present in-person or online (until 2 September)
- b. Technical check (within one month before the conference dates) **only for remote presenters**
- c. Send your PPT presentation as per the instructions you will receive via email from escaide.conference@ecdc.europa.eu
- d. Connect live/Participate to your designated *Fireside session* and engage with participants (during the allocated time of your session in the programme)

Contact

For any questions you might have, do not hesitate to contact the ESCAIDE team at: escaide.conference@ecdc.europa.eu. Follow us on [Facebook](#), [LinkedIn](#) and [Twitter \(X\)](#).