Guidelines for Rapid Fire presentations

Presentations in the Rapid Fire Poster Session have 2 presentation time slots:

- An oral presentation in the Rapid Fire Poster Session on Tuesday, 4 June 2024 (Rapid Fire oral presentation);
- A poster presentation in one of the poster sessions (Rapid Fire poster presentation).

Details on both presentations were sent to you via email on 8 April 2024.

Date and time of your Rapid Fire oral presentation

- The date, time and length of your presentation was sent to you on 8 April 2024.
- The time allowed for your presentation includes time for Q&A after your presentation. Kindly keep that in mind when you prepare your presentation.

Preparing for your oral presentation

- Presentation slides must be in landscape format, using a **16:9 ratio**.
- The optional PowerPoint template is available for download (**download PowerPoint template**).
- It is **mandatory** that your PowerPoint presentation includes the following 2 slides:
    - **First slide**: the presentation title; this should be the same as it appears in the final programme
    - **Second slide**: Disclosure of any conflicts of interest in giving this presentation, or mention "nothing to disclose". Health care professionals should clearly disclose any possible interactions they may have with parties in the pharmaceutical or medical devices industry, prior to their presentation by way of this second slide (**download disclosure slide**).
- The audience at EUNOS 2024 consists almost exclusively of health care professionals (prescribers); however a few participants are not. Presentations may not include any form of advertisement of prescription-only medicinal products.
- Store your presentation on a USB/ flash drive and bring it with you to the meeting. Onsite, you will need to present it to the AV technician (or student assistant) in the session room at least **25 minutes** prior to the start of the session you are presenting in.

On-site at EUNOS 2024

All oral sessions are help on level 3 in the Willem Burger Zaal. There is no speaker service centre to upload your presentation, so please come early, and ensure that no later **than 25 minutes prior to the start of**

the session your presentation is in. An AV technician and/or student assistant will be available to help you. All presentations will be deleted from the technician laptop on Thursday 6 June.

Guidelines for your Rapid Fire poster presentations

Preparing your poster

- Posters should be created in portrait layout;
- The maximum allowed poster size is **A0** (841 mm x 1189 mm / 33.1 inches x 46.8 inches);
- Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.
- Hanging materials for your poster (push-pins) will be made available onsite.
- One poster board is available for each poster presentation
- Posters must be brought to the meeting by the presenting author and should not be mailed in advance.
- There are no printing possibilities at the meeting venue to print your poster.

Hanging up and taking your poster down

Posters will be on display on Level 1 in the **Feestzaal**.

Each poster board will have a number on the top that corresponds to the poster number assigned to your poster. Please use the poster board assigned to your poster.

Poster presenters are asked to have their poster hanging for the full duration of the EUNOS 2024 so participants will have ample opportunity to browse and view all posters.

Whenever possible, please hang up and take down your posters at the following times:

Hang up: Tuesday 4 June before the 09.00
Take down: Thursday 6 June, after 11.00

NB: Any posters that are still hanging on the poster boards at **14.00 on Thursday 6 June** will be removed and unfortunately disposed of by the organisation. We unfortunately, cannot keep and/or ship posters to you.

Presenting your poster

Your poster presentation has been randomly allocated to one of the two poster sessions . You are expected to be at our poster during your poster session and available to speak to participants. Please adhere to the poster session assign to you as this will allow room for participants to move around the area more freely and ensure those interested in speaking with you can hear you.

Your poster session timeslot was sent to you by email on 8 April 2024 or you can check the **online programme schedule**.

Poster session times:

Tuesday 4 June from 13.00-14.00
Wednesday 5 June from 13.00-14.00