



GUIDELINES FOR AUTHORS OF ORAL PRESENTATIONS

1. PREPARATION AND UPLOAD OF YOUR CONTRIBUTION ON THE ABSTRACT SUBMISSION SYSTEM

PREPARATION OF YOUR CONTRIBUTION

You will be asked to prepare a **ppt presentation of your work converted into a pdf file**, following the instructions below:

- Name your file as your **Slot ID**
- Pdf format
- File size: 50 MB max

Please consider that your presentation will last **15 minutes**.

CONTRIBUTION UPLOAD – TECHNICAL INFORMATION

All the pdf presentations will be published online on our **Conference Platform (www.esphm.org)** and only registered attendees will be able to access them. **You are kindly requested to provide a pdf document of your oral presentation within May 6, 2025.**

You can upload it on your personal abstract page by following these simple steps:

- Click on the following link:
<https://esphm.mzevents.it/abstract-submit-2025/login>
- Access your dashboard using your credentials
- You will find all your accepted abstracts in the section ACCEPTED ABSTRACTS
- Click on the title of the abstract and then on ACTION LIST
- Click on ADD/REPLACE E-POSTER or PRESENTATION
- Click on the box to upload the pdf file of your poster or oral presentation in PDF format

You will have the chance to replace an already submitted presentation until May 6, 2025. After that, the latest version uploaded will be considered final and it will not be possible to make any further amendments.

PROCEEDINGS

We are proud to inform you that your abstract will be published in the abstract book as well as on our dedicated platform (www.esphm.org).

2. GUIDELINES FOR YOUR PRESENTATION DURING THE SYMPOSIUM

TIME RESERVED FOR ORAL PRESENTATION

20 minutes - 15 minutes per presentation and 5 minutes of discussion.

Speakers are requested not to exceed the allocated time. The time schedule will be strictly followed due to the nature of the symposium programme.

PRESENTATION FORMAT

All presentations should meet commonly compatible format, preferably using Power Point version 2010 or higher in 16:9 aspect ratio.

Supported file types

- Presentation: PPT, PPA, PPTA, PPTX
- Video: AVI, MPG, MKV, MOV, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG, GIF, BMP, TIF

If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are recommended to save each file separately and provide it to the technical staff of the Slide Centre for testing, together with the presentation file.

SLIDE CENTRE

The Slide Centre is located at the Kursaal Congress Centre – Room Panorama 5 .

Speakers are requested to bring their presentation files on a flash drive (USB memory stick) to the Slide Centre at their earliest opportunity but **no later than two hours before their session starts**, or the day before if the presentation is in one of the morning sessions. All presentations will be stored in the server, connected with all the lecture rooms, and will be projected at the due time.

Please note that the use of your own computer is not possible. All presentations must be uploaded at the Slide Centre beforehand.

The presenting author should hold all necessary rights and permissions for the use of all images and videos included in the presentation. All visual materials are either original, licensed, or used with proper authorization, and do not infringe upon any third-party copyrights.

All presentations and questions must be delivered in English, as English is the official language of the Symposium.

OPENING HOURS OF THE SLIDE CENTRE

Wednesday, May 21	11:00 – 18:00
Thursday, May 22	08:00 – 18:00
Friday, May 23	08:00 – 12:00

ADDITIONAL INFORMATION AND REQUESTS

We would like to remind you that when submitting your abstract, you agreed that the abstract and the corresponding poster/presentation, which you are going to show during the ESPHM, subsequently become available online on our platform.

Only registered attendees will be able to access these files. Through this process, the ECPHM want to give all authors the chance to disseminate their latest findings in science in the best possible way compared to the past editions.

We are convinced that this is a win-win situation for both authors and attendees having access to highest-quality digital material!

For any further information you may need, please do not hesitate to contact the **ESPHM Organizing Secretariat** – Greta Brioschi, Tel: +39 02 66802323 – ext.919 – abstracts@esphm2025.org