

Guidelines for Oral Presentation

The EUS Summit 2024 Scientific Program Committee would like to acknowledge all authors who have submitted their abstract(s) for oral presentation. To ensure that the content(s) are effectively shared with all participants, we advise all presenters to comply with the following guidelines.

► Language: English

► Presentation

- Oral presentation time includes **3 minutes of discussion**, so we would like to recommend you not exceed 7 minutes for your presentation.
- Please note that chairs are under strict instructions to follow the limited time allotment per presenter for the smooth running of the session.

► Presentation Method

[Virtual Attendance: Pre-recording presentation (VOD) and Real-time Q&A]

- Access Zoom at least 20 minutes before the session begins.
- How to Record Your File: Please refer to the [guidelines for recording using PowerPoint](#) under the menu of presentation guidelines at the official website.

[In-person Attendance: Real-time presentation and Q&A]

- Please bring your final presentation files on a USB drive to the Preview Room at least **1 hour** before your presentation.
- When reviewing your presentation file, please ensure all fonts and images appear as expected.
- After you have finished reviewing and/or making changes to your presentation, please notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.
- We DO NOT recommend using your laptop computer for your presentation to avoid problems with computer-projector compatibility and to save the time that would otherwise be needed for changing connections.
- If you wish to use your laptop (using **HDMI**) or require internet access for your presentation, we advise you to inform the technician in advance.

► Presentation Material Format

- Please remember to set the screen ratio to **16:9** to meet the screen transmission ratio.
- Please download the [PowerPoint template for oral](#) under the menu of presentation guidelines on the official website.

► How to Submit

- Please submit your presentation files at the official website at <http://eussummit.org/join/>
 - ✓ Virtual Attendance: Both presentation file and recorded video presentation file
 - ✓ In-person Attendance: Presentation file only
- File Name: **Abstract Submission No.**

My Page	Personal Information	Registration	Abstract Submission
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○ Oral / e-Poster

To make a new submission ↕

Abstract No.	Title	Presenter	Abstract Result	Modify
AEK_OF001	Analysis of FNB vs FNA in...	Sohee Lee		
AEK_OF002	Analysis of FNB vs FNA in...	Sohee Lee	Accept	
	Oral Presentation File Submission	-		File Upload
	Pre-recording presentation (VOD)	-		File Upload