Guidelines for Invited Lectures

The EUS Summit 2024 Scientific Program Committee would like to acknowledge all invited speakers for their presentations. To ensure that the content(s) are shared effectively with all participants, we advise all speakers to comply with the following guidelines.

▶ **Presentation Method**
   - In-person Attendance: Real-time lecture and Q&A
   - Virtual Attendance: Pre-recording lecture (VOD) and Real-time Q&A

▶ **Presentation Time**
   - Session I, II, III, V, VI: 15 Min Lecture each + 30 Min discussion at the end of a session
   - Session IV: 15 Min Lecture each + 25 Min discussion at the end of a session
   - Luncheon Symposium & Dinner Symposium: 20 Min Lecture

▶ **Presentation Material Format**
   - Please remember to set the screen ratio to 16:9 to meet the screen transmission ratio.

❖ Real-time Lecture (In-person Attendance)

▶ **Preview Room**
   - Operating Hours: October 12, 07:30-17:00/ October 13, 08:00-13:00

▶ **A/V Equipment**
   - 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.

❖ Pre-recording Lecture (Virtual Attendance)

▶ **How to Record Your File:** Please refer to the **guidelines for recording using PowerPoint** under the menu of presentation guidelines at the official website.

▶ **How to Submit**
   - Email your lecture VOD file to the secretariat (eussummit@insidecore.co.kr).
   - Submission Deadline: **September 18**