

# 21<sup>st</sup> HFSP AWARDEES MEETING

Paris, France | 2022

28 August - 1 September

A HYBRID EVENT | in-person and virtual



## GUIDELINES FOR VIRTUAL FULL TALK

The Organising Committee of the **21<sup>st</sup> HFSP Awardees Meeting (HFSP 2022)** will do its utmost to help authors with their presentations and to facilitate their participation in the meeting.

**Please take a few minutes to read the following guidelines regarding the organisation of the meeting for the smooth running of the virtual sessions.**

You need to participate in a test session in order to make sure you know how to make your presentation on the digital platform. During the Meeting, you should have your presentation file ready and you should also check the online programme that the time of your session has not changed.

**As a VIRTUAL full talk presenter, you must:**

1. **Participate in a test session.**
2. **Prepare your PowerPoint presentation file.**
3. **Give your talk online at the designated time.**

All presenters of VIRTUAL full talks must attend the congress virtually.

**If you need to switch format to an onsite talk, you must inform Rosalyn Huie at [awm2022@hfsp.org](mailto:awm2022@hfsp.org).**

## TECHNICAL GUIDELINES FOR VIRTUAL FULL TALK PRESENTATIONS

The file for your oral presentation must be created in a **PowerPoint file** (.ppt or .pptx). Your presentation should be composed of slides in **landscape format**.

To guide you with the preparation of your presentation, you can use **the template** in the proper PowerPoint format. **The template for oral presentations is available on [this link](#).**

If you operate under Mac:

Please note onsite display will use PC screens. We therefore suggest you check your presentation using Windows prior to the upload. To avoid any display issues, please use fonts that are compatible under both operating systems (Arial, Courier New, Geneva, Georgia, Helvetica, Times, Times New Roman). If using Office Mac PowerPoint 2004 please make sure to add the extension .ppt to your file name (ex: myfile.ppt).

If you insert images or pictures:

They must be under the following format: .jpg, or .gif, format (.pict is prohibited) and must be in high definition to allow efficient viewing. Images/pictures resolution should be 1920 X 1080 minimum (width by height).

If you have video files attached to your power point presentation:

They must be in the following format: .mpg, .mpeg, .avi, .wmv or .mov and must be saved in the same folder as the presentation.

### **TEST SESSION**

Speakers will receive an invitation in July to join a test session in August with a technician who will explain how to connect to the digital platform and how to start your talk.

### **DURATION OF YOUR PRESENTATION**

**Speakers are invited to check the programme prior to the session.** Please, follow the instructions you received, especially with regards to the time allotted to your presentation.

Do not go over the time limit and remember to save time for discussion! Remember to speak directly into the microphone at a suitable speed for everybody to understand.

### **OFFICIAL LANGUAGE:**

The official language of the Congress is English, which means that **all presentations and questions must be delivered in English.**

Should you have any further questions, or need any support, please feel free to contact the secretariat at:  
+33 (0)1 70 39 35 59 or [abstract.hfsp@wearemci.com](mailto:abstract.hfsp@wearemci.com)

THANK YOU!