



# ICP 2020+ Speakers Guidelines

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## INTRODUCTION

Dear colleague, we appreciate your interest in ICP 2020+, and we thank you for joining us as a speaker for the upcoming hybrid event on July 18 - 23, 2021. For easier preparation for your scientific part of the conference, we provide you with these guidelines. The purpose of this document is to:

- Advise speakers on the required format when preparing their presentations for the ICP 2020+ congress.
- Assist you in preparing a presentation that will allow the audience to get the maximum benefit from your speech and will enable the organizers to ensure that the conference will be conducted smoothly in these challenging times.

The scientific programme combines Pre-recorded Synchronous Sessions, Live Synchronous Sessions, and Poster presentations. Please follow the Guidelines based on your type of presentation and the format of your attendance.



Duration (including discussion) based on the presentation type:

Oral Presentation - 15min

Keynote Presentation 30 min

State of the Art Lecture 45 min

Symposium 90 min

Round Table 90 min

Poster Presentation 60 min

Due to the unpredictable situation, **ALL speakers** are required to record and upload their video presentations to their ICP 2020 + account by May 25th, 2021. All types of presentations have to be uploaded in the system through the author's/ Chair's ICP 2020+ account in ONE FILE (please see the Guidelines for on-line speakers).

## ORAL, KEYNOTE AND SYMPOSIA PRESENTATION

### Guidelines for IN-PERSON SPEAKERS

May 25, 2021 - deadline for video presentation upload

For presenting in-person, the authors will have to prepare a presentation on the ICP 2020+ PowerPoint template (can be downloaded [here](#)), which will be delivered to Speaker's ready room at the Venue the day before the presentation day (e.g. I am presenting on Tuesday, July 20, 2021, so I need to deliver the presentation to the Speaker's ready room on Monday, July 19, 2021, the latest).

The presentation can be presented in person by the author or delegated co-author.

Symposia are possible in-person format only with 2 and more participants presented in Prague, and other participants/discussant are mandatory to join live via Zoom. These Symposia will be streamed to all conference attendees on an on-line platform. Otherwise, the Symposium will be held as a completely on-line event /see Guidelines for on-line speakers/. We will need to know your Symposium format /in-person vs. on-line/ by June 15th, and we will send the questionnaire Google form to all Symposia Chairs on June 10th.

**ALL speakers, In-person speakers included**, are required to record and upload their video presentations to their ICP 2020 + account by May 25th, 2021. All types of presentations have to be uploaded in the system through the author's/ Chair's ICP 2020+ account in ONE FILE (please follow the Guidelines for on-line speakers).

In case of any other questions related to ICP 2020+ Speakers Guidelines contact us at [helpdesk@icp2020.com](mailto:helpdesk@icp2020.com) (Mon-Fri 8:00 am - 5:00 pm CEST).



## TECHNICAL REQUIREMENT FOR IN-PERSON PRESENTATION

### 1. Speech Guidelines

- Visual presentations have to be prepared in Microsoft PowerPoint format;
- Please use the following file naming convention: conference name\_abstractID# (your abstract submission generated it)\_presentation type\_surname\_first name

Examples: ICP\_ID#455\_oral\_Novak\_Petr.ppt

- Please visit the speakers' preview room one day before your presentation to review, load and test your presentation.
- Please arrive at least during the last break before your presentation session to final check your presentation, familiar yourself with the audiovisual equipment and meet the chairperson.
- The conference room will be equipped with a projector, screen, laptop computer and microphones for your use. Technical support will be provided.

### 2. PowerPoint Presentation Guidelines

Your effort in producing your PowerPoint presentation will be wasted if your audience cannot read it! Therefore please pay particular attention to the following rules:

- All presentations must be made and held in English. The use of an interpreter is not permitted;
- Use the provided conference speaker template - download [here](#);
- Avoid corporate advertising in your presentation;
- Text on slides:
  - 7x7 guideline: A maximum of seven words per line and seven lines per slide will improve the communication value of your slide,
  - Edit titles and long sentences to fit into only one line,
  - Use only one sub-level,
  - Boldface text carries more weight,
  - Use color with purpose, not as decoration,
  - Do not use footnotes,
- Visual aids used in a presentation must be as simple as possible. You will have to eliminate all unnecessary details;
- Ensure that you are allowed to use the photos contained in your presentation and disclose the source;
- Provide reference sources in case you're quoting;
- How many slides? Better to have more slides with less information on each slide than fewer more detailed slides, but keep your time schedule in mind; too many slides hinder you from finishing in time; you should have sufficient time to explain every slide without speaking too fast due to time pressure.

### 3. Technical Guidelines

- All presentations will be presented on a PC with English Windows 10 and PowerPoint 2016
- Your presentation should be PC formatted, not mac formatted. Please ensure your files are PC-compatible;
- Your presentation should be prepared in PowerPoint 2016;

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- Please use only our [PowerPoint template](#) to prepare your presentation; the PowerPoint template should be used in conjunction with this guide when developing your presentation.
- Required page set-up in landscape orientation, 16:9 format (portrait orientation – such as handout and A4 will not be displayed correctly due to ratio 4:3);
- Use high-contrast lettering and a sans-serif font (Arial, Calibri etc.) of at least 24 point size;
- Use high-contrast colors: Light text on a dark background or vice versa.

#### 4. Your Presentation during the Conference

- Forum setup: there will be a stage from where presentations will be presented; the workshop chairperson will invite speakers up to the stage at the appropriate time;
- Keep your audience fully engaged by speaking to them directly; use examples; ask questions; make it visible;
- Better not to read from your slides. Use them as additional guidance for the attendees;
- Speak clearly and slowly, not all attendees are English native speakers;
- Timekeeping is crucial: practice your presentation in advance and ensure that you stay in time
- The presentation should be kept strictly within the timeframe given to you;
- The Moderator will keep strict time control during the presentations;
- A countdown clock will be provided. Keep an eye on it and also on possible signals from your chairperson;

## Guidelines for ON-LINE SPEAKERS

(ORAL, KEYNOTE AND SYMPOSIA PRESENTATIONS)

May 25, 2021 - deadline delivery of the video presentation

We request you to prepare and upload a video presentation, including the speaker's window. The speaker window must be in the top right corner of the screen and not covering your slides. The recommended tools will accommodate this requirement.

We are accepting only a video file in MP4 format (more details below). Please do not try to upload PowerPoint or PDF files.

Videos must be submitted on or before May 25, 2021, 23:59 CEST. Late submissions are not accepted. In order for the videos to be processed and checked by our Technical Board, there is considerable urgency in preparing, finalizing and uploading your video no later than the above-stated deadline.

#### TECHNICAL REQUIREMENTS FOR ORAL, KEYNOTE AND SYMPOSIA PRESENTATIONS

- All videos must be in MP4 format (.mp4) at 1080p resolution (1920x1080). *IF YOU USE ONE OF THESE RECOMMENDED TOOLS - ZOOM, WEBEX, MS TEAMS - TO CREATE YOUR VIDEO, IT WILL MEET THE TECHNICAL REQUIREMENTS).*

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- Do not upscale SD source to HD File Size.
- The video must be formatted horizontally (i.e., landscape) The frame rate is flexible, as long as it's consistent throughout the video.
- **The recording must be provided in a single file** (i.e., Oral presentation - 1 file, Symposium - 1 file)
- File size should not exceed 1GB for a Symposium and Keynote or 200MB for individual oral presenters.
- **The presenters are required to strictly follow the length of their presentation type** (Oral Presentation max 15min, Keynote Presentation max 30 min, Symposium maximum length is 90 minutes for symposia of 5 presentations and discussion. If the symposium includes fewer presenters, it is not necessary to use the whole time.
- Please use the following file naming convention: conference\_name\_abstractsID# (it was generated by your abstract submission)\_presentation\_type\_surname\_first name
  - Examples: ICP\_ID#455\_oral\_Novak\_Petr.MP4, ICP\_ID#455\_symposium\_Novak\_Petr.MP4 or ICP\_ID#455\_keynote\_Novak\_Petr.MP4
- Authors retain copyright to videos.
- Ensure that you have the rights to use all the material that is contained in your submission.

## VIDEO PRODUCTION

Please be sure your video(s) comply with the following instructions:

1. Please be sure the recording includes the title of the paper and the authors' names following [the template](#) for your PowerPoint presentation.
2. Make sure that you display the title slide long enough to be read (up to 5 seconds)
3. Video and presentations must be in English.
4. Use a sans-serif font (Arial, Calibri etc.) of at least 30 point size.
5. Use a place for recording as quiet as possible. Avoid areas that have an echo or bad acoustics and use a good microphone or headset for audio. Keep the headset microphone close to your mouth BUT away from the direct line of the mouth to reduce "pops". Close the door, windows and make sure you won't be disturbed. Switch your laptop or mobile device to "Do not disturb" mode (on Mac or PC).
6. Avoid, if possible, using the default built-in microphone on the computer. Remember to speak slowly and enunciate clearly, without pausing.
7. Please incorporate the following introduction when recording your video, but feel free to make this your own. (Remember to speak slowly and clearly!) "Hi! I'm [insert name] of [insert your organization name] and I am presenting [paper title] during the session [session title]."
8. Make sure you have good front light – ensuring that the light shines brightly on your face. If your back is to a window, close the shades. Put the camera at eye level whenever possible, and you can also watch [this tutorial](#) for a better head recording production outcome.
9. Record the video using a webcam or an external video camera to create a small window of the speaking presenter. Please make sure the speaker window is in the top right corner of the screen and not covering slides.
10. The background should be neutral and not distracting for the audience.
11. If you use your mobile device for the recording, please be sure to record horizontally and not vertically. Do not record your video in 'selfie mode, as this diminishes the quality of the video.

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12. Do a test recording of a couple of minutes and review the sound and picture quality before recording the entire presentation.
13. The video must be HIPAA compliant. Videos submitted with patients must be recorded with removed personal information.
14. Ensure that text graphics are legible when the video is rendered to its final format.
15. If you are using PowerPoint slides in the video, keep the content at least 50 pixels from the screen edges.

#### Additional tips:

- We encourage you to submit as early as possible and not wait until the deadline, as each video will be reviewed and may require resubmission if there are any issues. It's possible your submission may need to be re-recorded, so if we ask for another version, please make every effort to redo and resubmit as soon as possible.
- [Here are some voice exercises](#) that can also help warm up the vocal cords.

#### TOOLS

Find below some links for recommended tools. All these tools are meeting the requirements for video presentations of ICP 2020+. Of course, you can use any other tools which you prefer and follow our technical requirements.

- [Zoom](#)
- [Webex](#)
- [Microsoft Teams](#)

To record your screen (and microphone) while giving the presentation, there are practical and free options to do this on [macOS](#), and [Windows](#).

Converting tools – changing one video format into another

Most video editing software also provides an exporting option to MPEG-4/H.264. There are also a number of free encoding solutions you can use, such as [x264](#) can encode any video into H.264. [Freemake Video Converter](#) and [Handbrake](#) both provide good results in converting video file

#### Editing tools

Should you wish to polish your video, there are numerous video editing tools available such as OSB Studio, iMovie, Lightworks or open-source [Avidemux](#) with its [instructions guide](#).

*Note: We do not endorse or are responsible for the use of any of the software mentioned in this guide.*

In case of any other questions related to ICP 2020+ Speakers Guidelines contact us at [helpdesk@icp2020.com](mailto:helpdesk@icp2020.com) (Mon-Fri 8:00 am - 5:00 pm CEST).



## REVIEW

Please be sure to review your recorded presentation prior to submission and follow the checklist below.

- Is your file saved as a .mp4 video file?
- Does your title slide include all important information: name, affiliation, the presentation's title, and all co-authors and their affiliations?
- Is your file named accordingly to the template - conference name\_abstractsID# (it was generated by your abstract submission)\_presentation type\_surname\_first name
  - Examples: ICP\_ID#455\_oral\_Novak\_Petr.MP4, ICP\_ID#455\_symposium\_Novak\_Petr.MP4 or ICP\_ID#455\_keynote\_Novak\_Petr.MP4
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?
- Does your talk start promptly? (your narration should begin within the first 3 seconds)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Is there audio on every slide? Having audio on every slide ensures that each slide gets the correct timing before advancing. If a slide is self-explanatory, you can simply say, "This slide is self-explanatory."

## SUBMISSION

Once you are happy with the final product, please upload it to the ICP 2020+ system following the guidance below:

Instructions for uploading your video presentation:

- 1) Upload option will be available only for registered presenters from May 1, 2021.
- 2) log into YOUR ICP 2020+ account on the conference website with the user name you used for abstract submission. Click on "Video".

**Dashboard**

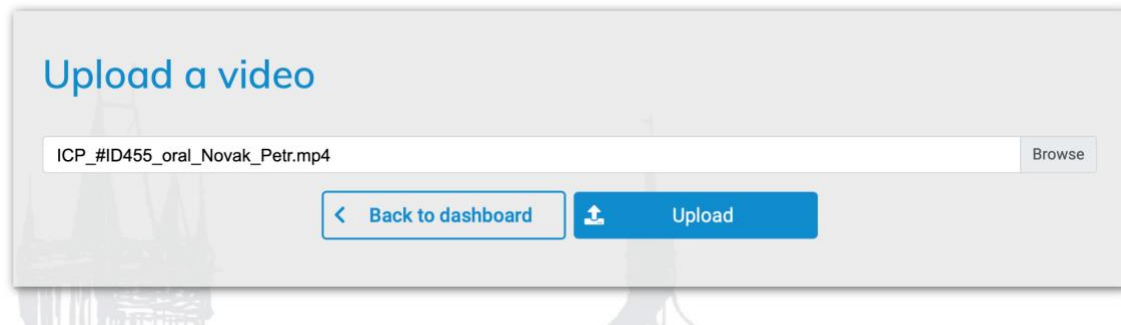
You can preview the submission by clicking its ID in the table

Type	Title	Status		
Oral presentation	# 455	Accepted	<a href="#">Letter of Acceptance</a>	<a href="#">Video</a>

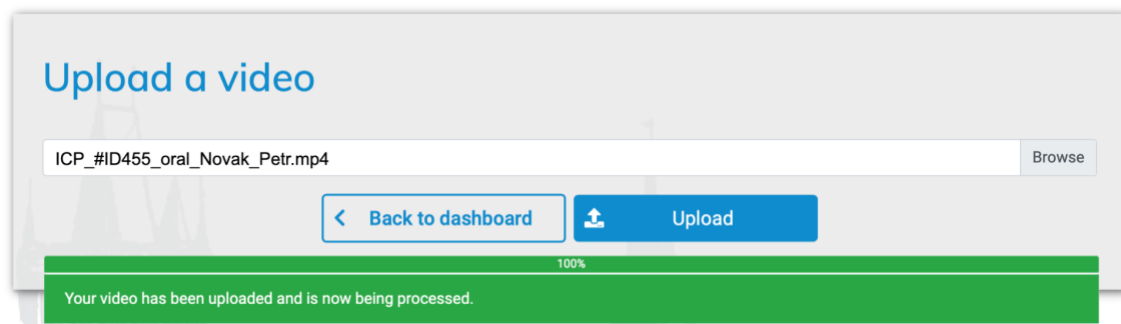
In case of any other questions related to ICP 2020+ Speakers Guidelines contact us at [helpdesk@icp2020.com](mailto:helpdesk@icp2020.com) (Mon-Fri 8:00 am - 5:00 pm CEST).



3) Choose the file from your computer and click "Upload".



4) Successful message will be displayed.



5) If a problem is found with the video, you will be contacted by the Organizers to submit a revised recording.

**YOUR VIDEO RECORDING MUST BE UPLOADED BY MAY 25, 2021, 23:59 CEST TO YOUR ICP 2020+ ACCOUNT.**

**We are here to help you with any problems.**

**May 4, 2021 - 09:00 and 17:00 UTC**

**May 6, 2021 - 09:00 and 17:00 UTC**

**These are the dates for Support sessions, „How to create your video presentation“ and available at 4 different times for those who read these Guidelines and watch recommended videos. During these sessions, we will answer your questions. Still, please be aware this will not be a step-by-step video creation demonstration, rather a discussion over difficulties you face in creating your presentations.**

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# POSTER PRESENTATIONS

All posters will be presented via the ICP 2020+ online conference platform. Online Poster Breakout Rooms will be scheduled for a group of posters. Each poster presenter will be assigned to a specific time slot for discussion.

In case you are personally attending in Prague, your poster will be printed as well and shown within the poster hall. See below for details on preparing your poster.

## ON-LINE POSTER PRESENTATION - TECHNICAL REQUIREMENTS

- For the presentation on the online platform, deliver a single page in PDF format with a size up to 10 MB at maximum and 16:9 aspect ratio with landscape orientation. You may include a hyperlink to other materials in the PDF document (e.g., a YouTube video describing the poster, additional supporting materials).
- Please use the following naming convention:  
conference type\_abstractsID# (was generated by your abstract submission)\_abstract type\_surname\_first name
  - Example: ICP\_ID#455\_poster\_Novak\_Petr.pdf
- Be sure to include recommended structure
  - title part with the poster title, poster ID (from submission), author and co-author names, and affiliations, your e-mail address
  - introduction
  - methodology
  - results
  - conclusion
  - references
- Please check useful links for instructions for Converting [Microsoft PowerPoint to PDF](#) and converting [Google Slides to PDF](#)
- All posters must be in English.
- Avoid corporate advertising in your presentation;
- Authors retain copyright to presentations, and it is essential that you have the rights to use all the material that is included in your poster;
- Ensure that you are allowed to use the photos contained in your presentation and disclose the source;
- Provide reference sources in case you're quoting;
- Formatting recommendations to maximize the accessibility of your poster
  - Use high-contrast lettering and a sans-serif font (Arial, Calibri etc.) of at least 24 point size.
  - Do not use all capital letters.
  - Use high-contrast colors: Light text on a dark background or vice versa.
  - Alternative text - Provide a short description of all visuals (e.g. images, photos, graphs) in a text box below the visual.

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- Keep consistent margins, line spacing, color, style, the thickness of borders, shading, and do not use more than 2-3 fonts and colors.
- Tips for Poster Preparation
  - Posters should stimulate discussion, so please keep the text short, emphasize graphics, and make sure every item included in your poster is necessary.
  - Make sure ideas flow logically from one section to the next.
  - Use charts and graphs to illustrate data .
  - Use high-resolution photographs as downloaded web images often will be blurry.
- All poster presenters will be required to upload the poster file directly to the online platform by July 15th, 2021. The personalized link will be sent to each poster presenter on July 1, 2021.

## IN-PERSON POSTER PRESENTATION IN PRAGUE TECHNICAL REQUIREMENTS

- For the onsite presentation, deliver a single page in PDF format with size 1189 x 841 cm.
- Be sure to include recommended structure
  - title part with the poster title, poster ID (from submission), author and co-author names, and affiliations, your email address
  - introduction
  - methodology
  - results
  - conclusion
  - references
- Please check useful links for instructions for Converting [Microsoft PowerPoint to PDF](#) and converting [Google Slides to PDF](#)
- All presentations must be made and held in English
- Avoid corporate advertising in your presentation;
- Authors retain copyright to presentations, and it is crucial that you have the rights to use all the material that is included in your submission
- Ensure that you are allowed to use the photos contained in your presentation and disclose the source;
- Provide reference sources in case you're quoting;
- Formatting recommendations to maximize the accessibility of your poster
  - Use high-contrast lettering and a sans-serif font (Arial, Calibri etc.) readable from 2 metres away;
  - Do not use all capital letters.
  - Use high-contrast colors: Light text on a dark background or vice versa.
  - Alternative text - Provide a short description of all visuals (e.g. images, photos, graphs) in a text box below the visual.
- Tips for Poster Preparation
  - Posters should stimulate discussion so, please keep the text short, emphasize graphics, and make sure every item included in your poster is necessary.

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- Make sure ideas flow logically from one section to the next.
- Use charts and graphs to illustrate data .
- Use high-resolution photographs as downloaded web images often will be blurry.
- Each in-person presenter must bring his printed poster at 9:00 am CEST on Monday, July 18th, 2021, to the conference venue and displayed it on his allocated poster board. There will be enough pins for presenters.