



ORAL PRESENTATION GUIDELINES

Oral Session Times:

- Friday, 20 September, 10:30 a.m. – 12 p.m.
 - Friday, 20 September, 1:30 p.m. – 3 p.m.
 - Friday, 20 September, 3:30 p.m. – 5 p.m.
 - Saturday, 21 September, 1:30 p.m. – 3 p.m.
 - Sunday, 22 September, 1:30 p.m. – 3 p.m.
 - Sunday, 22 September, 3:30 p.m. – 5 p.m.
 - Monday, 23 September, 1:30 p.m. – 3 p.m.
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It is our pleasure to welcome you as a speaker at the 21st Cochrane Colloquium! We kindly ask you to follow the instructions below to ensure your presentation goes smoothly.

Registration Information:

- At least one of the authors must be registered for the Colloquium by **6 September** (colloquium.cochrane.org)
- See colloquium.cochrane.org/presenter-instructions or the program book for your assigned date, time and room number.

Information and Instructions:

- Presentations are **15 minutes in length with 5 minutes for questions, unless otherwise notified**
- Please bring a copy of your slides (only PPT format) on a USB memory stick to the Colloquium. *You are responsible for bringing a final electronic copy of your presentation with you.*
- You may visit the Speaker Ready Room (201A, Vienna) to upload slides at any time prior to your session if you wish.
- It is **mandatory** to disclose all funding sources or conflict(s) of interest to the audience prior to your presentation.
- Ensure your disclosure is stated on the **second slide of your presentation**.
- *Use either of the following statements:*
 - "I have no actual or potential conflict of interest in relation to this presentation"
 - "I have had a financial interest, arrangement, or affiliation with the following organization(s) that could be perceived as a direct/indirect conflict of interest in the context/content of the subject of this presentation"
- A PC with internet connection, microphone, and a projector will be set up in all session rooms. Personal laptops cannot be used.

Instructions for Presentation Day:

- *Please arrive AT LEAST 10 Minutes before your session begins to upload or confirm your presentation.* Your moderator or technical support person will load your presentation onto the laptop (if not already loaded in the Speaker Ready Room) and go over any last-minute instructions. *All presentations must be loaded before the first speaker begins.*
- The moderator will introduce each presenter, so please make your way to the podium as they are introducing you.
- Your session moderator will hold up signs indicating your remaining time.
- Please be respectful of your fellow presenters and their allotted time by staying within your time allowed and complying with the moderator if they ask you to wrap up.