

Presentation and Moderation Guidelines

Welcome to the CORA 2025 resources page for speakers, presenters and moderators designed to guide you in your preparation for the CORA 2025 Congress. Reference the section below specific to your presenter type/role within the congress and follow the outlined steps. If you have any questions, please contact CORA_abstracts@kenes.com.

QUICK ACCESS TO GUIDELINES

Review the moderation and presentation guidelines below based on your role and session type. **For session chairs/moderators:** [Debate Session Moderation](#) [Debate Session Voting](#) [Scientific Session Moderation](#) [Free Communication Moderation](#) [E-Poster Session Moderation](#) **For speakers/presenters:** [Debate Speakers](#) [Scientific Session Speakers](#) [Oral Abstract Presenters \(Free Communications\)](#) [E-Poster Presenters](#)

TEMPLATES

[Checklist](#) *View the checklist to see the presentation requirements based on your abstracts acceptance type.* [Oral Presentation \(PPT\)](#) *Use this template if you are an oral abstract presenter in a Free Communications session or an invited speaker.* [E-Poster Discussion](#) *Use this template if your abstract was selected for E-Poster Discussion and save it as a 3-page PDF file before upload.* [E-Poster Viewing](#) *Use this template if your abstract was selected for E-Poster Viewing and save it as a 1-page PDF file before upload.*

DEADLINES

Tuesday, 3 December, 2024

Registration deadline for **regular abstract presenters**

Monday, 10 February, 2025

Registration deadline for **late-breaking abstract presenters**

Monday, 24 February, 2025

E-Poster upload deadline for abstracts accepted as E-Poster Discussion and E-Poster Viewing

(please use the appropriate template based on your acceptance category)

WHAT TO PREPARE?

As a session chair/moderator you will need to:

- Register for the congress* *(you will be contacted by the Congress Organizers with a designated faculty registration link)*
- Provide the required information in your CORA 2025 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - submitting a biography and a photograph (headshot) for the congress portal
- Follow the moderation guidelines applicable to you based on the session you were assigned to***
 - [Debate Session Moderation](#)
 - [Debate Session Voting](#)

- [Scientific Session Moderation](#)
- [Free Communications Session Moderation](#)
- [E-Poster Session Moderation](#)

**If you will not be able to attend the congress in Venice, please contact us urgently at vdanielsen@kenes.com.*

***A link was emailed to chairs and moderators in CME-accredited sessions. If you did not receive it, please email us at: CORA_abstracts@kenes.com*

****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application. Each debate topic is formulated as a question, and the two speakers defend different sides of the argument. Debate session chairs are kindly asked to organize the session flow as follows:*

- Open the session with an introduction of the debate speakers and the topic. You should have received slides from Valentina Danielsen (program manager) to help you prepare for your introduction. Please return the completed slides via email to Valentina by no later than 5 March 2025.
- The last slide of your introductory presentation should be the topic of the debate formulated as a question with two options for answering. **Please read the question and two answers aloud and finish by saying “[Please scan the QR code and vote now](#)”.**
- The AV technicians will then open the voting within the app.
- After about a minute, please state “The voting is now closed”, at which point the AV technicians will show an overview of the audience preferences. You can briefly comment on it and proceed by giving the word to the first speaker.
- **After both presentations and rebuttals** (and before the Q&A and discussion section), please read the debate

question once again and ask the audience to vote. This aims to see if the audience's opinion has changed after the presentations.

- You can once again comment on the results shown on screen and then open the Q&A and discussion section by inviting the audience to use the microphones in the hall and ask their questions.
- For further debate session moderation guidelines, please [see here](#).

How to vote

For your reference, please note that the audience can access the live vote in two ways:

- By scanning the QR code on your slides. (The QR code will be included in the final version of your slides, which is why it is crucial that you send your slides to Valentina by 5 March.)
- By entering the session through the PROGRAM tab in the CORA 2025 app and clicking on the "Interactive Features" green button.

You are welcome to explain this to the audience by simply saying **"You can scan the QR code to vote or you can open the mobile app, find the session in the Interactive Program under the Program tab, and then click on the "Interactive Features" green button."**

As an invited speaker in a Debate or Scientific session you will need to:

- Register for the congress* (*you will be contacted by the Congress Organizers with a designated faculty registration link*)
- Provide the required information in your CORA 2025 online profile** which includes:

- completing the Conflict of Interest Disclosure Form
- submitting a biography and a photograph (headshot) for the congress portal
- Prepare a PowerPoint presentation following the guidelines below
 - Upload your final PowerPoint slide deck to the Speaker's Ready Room (SRR) onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you will be unable to present onsite in Venice, please contact us urgently at vdanielsen@kenes.com*

***A link was emailed to you, if you did not receive it, please email us at CORA_abstracts@kenes.com*

****Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

*****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.*

As an oral abstract presenter in a free communications session you will need to:

- [Register for the congress](#)*
- Provide the required information in your CORA 2025 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - submitting a biography and a photograph (headshot) for the congress portal
- Prepare an **8-minute long talk** and a **PowerPoint** presentation following the guidelines below
- **Upload** your final PowerPoint slide deck to the **Speaker's**

Ready Room (SRR) onsite***

- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you or another of your co-authors will not be able to attend the congress in Venice, please contact us urgently at vdanielsen@kenes.com.*

***A link will be emailed to you shortly. If you do not receive it by the end of November, please email us at: CORA_abstracts@kenes.com*

****Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

*****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.*

As a E-Poster Discussion presenter you will need to:

- [Register for the congress](#)*
- Prepare a **3-page E-Poster** following the guidelines below and using the 3-page E-Poster Discussion template
- Prepare a short talk for your presentation slot in a designated E-Poster Discussion session. Each presenter has **6 minutes** including short Q&A.
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).**

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***Please note that while unlikely, session times may change.*

For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.

As an E-Poster Viewing presenter you will need to:

- [Register for the congress](#)*
- Prepare a **1-page E-Poster** following the guidelines below and using the 1-page E-Poster Viewing template
- Prepare a short talk for your presentation slot in a designated E-Poster Viewing session**. Each presenter has **5 minutes** including short Q&A.
- Present your talk onsite at your designated session time. *Please note:* You will be informed of your designated presentation slot via email from the Congress Organizers in due course.

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***Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.*

POWERPOINT PRESENTATION GUIDELINES

Prepare a PowerPoint presentation if you are:

- **Invited speaker** in a Debate or Scientific session
- Presenter of an **abstract selected for oral presentation** in a Free Communications session

Please note:

In compliance with CME/CPD requirements, all speakers and oral presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add “No Disclosures”. You can download a template from the Templates tab below.
- We recommend that you label all slides that include unpublished data with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.
- The copying and recording of the presented content is prohibited. Presenters are encouraged to indicate in their presentations that the presented content shall not be shared or copied.

To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9. Click [HERE](#) for information on how to change the ratio to 16:9 in PowerPoint in order to avoid misplacement of text and pictures when presenting.
- **Further Guidelines:** For further tips and guidelines for your presentation, click [HERE](#).
- [DOWNLOAD](#) the standard CORA 2025 PowerPoint slide deck template applicable to **oral abstract presentations** (Free Communications sessions) and **invited speaker lectures** (Debate and Scientific sessions).
- You can bring your slides to the Speaker’s Ready Room (SRR) on a USB stick. The SRR will be clearly signposted

onsite and further information on its location and opening hours will be posted here closer to the Congress.

- You are asked to only use the congress computers in the session halls for presentation purposes. We will not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session.*
- Please upload your presentation slides in the SRR as soon as you arrive at the venue in the morning and **at least 1 hour before the start of the session.**
- If you combine video clips with PowerPoint, please make sure to test it in the SRR during a coffee or lunch break prior to your session and at least **2 hours before the start of the session.** In the SRR, a technician will assist you in checking whether the sound and picture from the video are transmitted well. Please make sure to repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

**Please note that in accordance with the CME/CPD accreditation requirements, you may be requested to submit your presentation slides in advance of the congress via email. In such a case, you will be contacted directly by the congress organizers with more information. Sending the slides via email is only for review purposes and you are still required to upload the slides in the Speaker's Ready Room onsite at least 1 hour before your session.* To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial or Calibri (Special characters might be changed to a default font on a

PowerPoint-based PC).

3. Insert the images as JPG or JPEG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

E-POSTER GUIDELINES

Prepare an E-Poster if your abstract was selected for:

- E-Poster Discussion – *please use the 3-page E-Poster template*
- E-Poster Viewing – *please use the 1-page E-Poster template*

Please note:

- Only E-Posters of registered participants will be scheduled for presentation and displayed in the E-Poster Gallery.
- Poster presenters will be contacted via email by the end of December with a dedicated link to upload their E-Poster(s).
- Deadline for uploading your E-Poster: **Monday, 24 February, 2025**
- **Publication Consent:**
 - By uploading your E-Poster, you agree to have it published in the official congress proceedings for the duration of 3 months following the CORA 2025 Congress.
 - The copying and recording of the presented content is prohibited. Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied.
To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



Please upload your E-Poster as a **PDF file in LANDSCAPE orientation**.

▪ **Templates:**

- If your abstract is selected for E-Poster Discussion, please use the 3-page E-Poster Discussion template ([download here](#)).
- If your abstract is selected for E-Poster Viewing, please use the 1-page E-Poster Viewing template ([download here](#)).

- **Language:** All E-Posters should be prepared in English
- **File Format:** PDF format
- **Orientation:** Create your poster in a landscape-oriented document software or a standard landscape-oriented PowerPoint and save it as a PDF file
- **Font types:** Arial or Calibri (optionally, Verdana, Times New Roman or Helvetica)
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and videos are **not** permitted and will be non-functioning
- QR Codes are **discouraged** but if included, it is strictly forbidden to link to any promotional or marketing materials
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents – the system does not support embedded files – audio or video
- Avoid overlapping objects and layers – only the final view/status will be visible
- When saving your PDF please do **not** use symbols or

- special characters (ie. +/@/ü) in the file name
- Please do not use headers and footers
- **File size:** Less than 5 MB

E-Poster Upload:

- Poster presenters will be contacted via email by the end of December with a dedicated link to upload their E-Posters. Upload deadline: **Monday, 24 February, 2025.**
- 24 hours after uploading, you can log back in and check how the E-Poster will appear on the online platform. If you wish to make changes, please use the “Edit Files” Button. If you establish any technical issues, please contact us at CORA_abstracts@kenes.com.

PROMOTIONAL TOOLKIT

To promote your participation in the CORA 2025 Congress, please refer to our [Promotional Toolkit](#) page where you can find banners, adverts and more. We look forward to welcoming you to Venice in March 2025!