Guidelines for Speakers in Debate Sessions

SESSION OUTLINE
The time allotted for the debate is **60 minutes**, divided into:
- 5 min   Welcoming and speaker introductions by the chairperson
- 15 min   Presentation by the first speaker
- 15 min   Presentation by the second speaker (contra-argument)
- 5 min   Rebuttal by the first speaker
- 5 min   Rebuttal by the second speaker
- 15 min   Discussion and Q&A led by the chairperson

On stage, there is a head table and two lecterns, of which one is equipped with a computer to operate the presentations (main lectern). At the beginning of the session, the first speaker is requested to stand behind the main lectern. The chairperson and the second speaker will be seated at the head table. After the first presentation (15 min), the first speaker is welcome to sit at the head table while the second speaker takes their place to present from the main lectern. After the second presentation (15 min), the first speaker is requested to proceed to the other free lectern and commence the rebuttal portion.

We encourage the speakers to defend their viewpoints up to the end of the debate in order to provide a wider range of learning possibilities for the audience.

POWERPOINT PRESENTATION GUIDELINES
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 HERE.
- We recommend that you label all slides that include unpublished data with a title: "UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE".

PRESENTATION LAYOUT AND RATIO
- **Format:** Your presentation should be prepared in .PPT or .PPTX format.*
  If you are a MAC user, please convert your presentation to .PPTX or save it as a .PDF file. Please also make sure to use common fonts such as Arial or Calibri and images only in .JPG/.JPEG format.
- **Ratio:** Please note that the Congress 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.
- Information on how to change the ratio of your slides, as well as further tips for presentation are available on the Congress website.

ONSITE PRESENTATION SLIDE UPLOAD
- Please bring your slides to the **Speaker Ready Room** (SRR) on a **USB stick**.
- You are kindly requested to only use the Congress computers in the session halls for presentation purposes. The Congress will not be able to support slides presented on personal computers.
- Please upload your finalized presentation slides in the SRR as soon as you arrive at the venue in the morning or **at least 1 hour before the start of your session**.
- If you combine video clips with PowerPoint, please make sure to bring the slides to the SRR during a longer 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 during the presentation.

SPEAKER READY ROOM (SRR) LOCATION AND OPENING HOURS
- The SRR is located in **Sala Luxemburgo** (basement floor) next to plenary hall Sala 500.
- Opening hours:
  March 16 (Thu), 11:00-19:35 | March 17 (Fri), 07:30-18:50 | March 18 (Sat), 08:30-17:15

In case of questions, please contact the CORA 2023 Secretariat or find us onsite in the Registration Area of the Congress venue. Thank you for your valuable contribution to the success of the CORA 2023 Congress!