Guidelines for remote speakers

Send your CV

Please be so kind to provide a short CV of 200 words max. for introduction and send it to icpo-forum@eurokongress.de **no later than 1 October 2021.**

Prepare your presentation

Presentation Format

Language	English
Format	16:9
Files	Masterslide Template (PPT)

Disclosure

All presentations must include the declaration of potential conflict(s) of interest of the presenter and any co-authors (if applicable) on the 2nd slide of the Masterslide Template.

Recording of your talk

A calendar date for pre-recording has been sent to you according to your preferred time slot. Kindly send your PPT-slides **no later than one day before your pre-recording date** via WeTransfer to our partner at Rock'n Web manni.klein@rocknweb.de Please use the same setting and wear the same clothes as you will on the day your presentation is scheduled.

Live Q&A

The day of your presentation your pre-recorded talk will be broadcasted into the lecture hall in Garching as well as on the virtual plattform. The 5 min long Q&A following your talk will **be live**. To be present for this part we will connect you via Zoom, a calendar invitation including link will be sent to you on 14 October 2021. Questions will come from the audience in Garching as well as from the ICPO FORUM platform. The moderator Odile Jaume will guide through this live interaction. Please use the same setting and wear the same clothes as you did for pre-recording.

Accept recording for webcast

All talks incl. live Q&A will be recorded and will be available as webcast on demand on the ICPO FORUM platform. In case you do not agree on the publication of your presentation please get in contact with icpo-forum@eurokongress.de

Participate virtually in the ICPO FORUM

Access to the virtual congress platform is possible with your e-mail address and the personal log-in code provided approx. one week prior to the ICPO FORUM.

Thank you for your valuable contribution to the ICPO FORUM

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