



EDCTP Forum

Partnering for Global Health Research Innovation
and Impact in Africa

7—10 November 2023 | Paris, France

Celebrating EDCTP: two decades and beyond

Supported by the
European Union



Guidelines for oral presenters

Congratulations on being accepted for an oral presentation at the Eleventh EDCTP Forum. The Forum is a hybrid event, and as such, we will welcome in-person and virtual participants. The following instructions are provided to help you to prepare your presentation.

Before the EDCTP Forum

- Each parallel session has two Chairpersons and comprises five to six oral presentations of 12 minutes each. You have been allocated a time for your presentation. Please check the Forum programme for the confirmed day, time and location of your presentation; this information will also be communicated to you by email.
- An allowance of 5 minutes may be added for questions and answers (Q&A) immediately after each presentation and/or alternatively Q&A will be done at the end of a group of related presentations.
- The Chairpersons will manage the Q&A for each session.
- Each presenter must hand in his/her finalised presentation on a USB stick at the speaker preview room located in rooms 304 and 305 during the designated days and times noted below.
- Personal laptops may not be used to deliver the presentation. Only presentations in Microsoft PowerPoint format (.pptx) will be accepted. It is advised to arrive in the preview room as early as possible to test and adjust your slides, if necessary, before submitting.
- Ensure that you label your presentation with your **Surname-[session number]-[session type]**. E.g., Doe-3.1-Parallel session

Presentation date:

Wednesday 8 November

Thursday 9 November

Friday 10 November

Presentation due at speaker preview room

Tuesday 7 November 14:00-18:00

Wednesday 8 November 08:00-19:00

Thursday 9 November 08:00-19:00

Friday 10 November 08:00-16:00

Please ensure to upload your presentation at least **2 hours before your session starts**. For presentations scheduled between 08:00-10:00, speakers are required to upload their presentation in the preview room the day before. It will not be possible to upload your presentation in the session room.

Before the session

- Check the room where the session will be held and familiarise yourself with the space and equipment.
- Arrive at the session room 10 minutes before the start.
- Identify yourself to the EDCTP staff member and Chairpersons present in the room.
- The session Chairpersons will be tracking the time for each presentation, but you are responsible for delivering your presentation within the time slot allocated to you.

Presentation guidelines

- Only PowerPoint presentation slides will be displayed in the meeting rooms. No other format will be accepted.
- Presentations must be in English.
- Ensure that your presentation fits the allocated time. Your talk will be terminated by the Chairpersons if you run over time.
- Ensure to bring your presentation to the speaker preview room at the allocated time. It will not be possible to upload your presentation in the session room.



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- Please ensure that you acknowledge the funder(s) of your research and if you are funded on a scholarship to attend the Forum. If the funder is EDCTP, you can download our logo [here](#).

Permission for use of (pre-)recorded presentation for on-demand access

All Forum sessions will be live streamed via the Eleventh EDCTP Forum event system. Once the session you are presenting in has ended, your presentation will be made available for On-demand access to all attendees throughout and after the Forum (for a period of up to 6 weeks). This means that attendees who could not be present for your session, or who want to re-watch, will be able to view your video during and after the Forum in their own time. We request your cooperation in making your presentation available throughout and after the Forum. You will receive a separate email requesting you to OPT IN or OPT OUT of allowing your video presentation to be available for On-Demand access. Please note that we can only make your presentation available for On-demand access once we receive your permission.

If you have any questions, please contact us via forum@edctp.org quoting your name and abstract number as the reference.