



EDCTP Forum

Partnering for Global Health Research Innovation
and Impact in Africa

7—10 November 2023 | Paris, France

Celebrating EDCTP: two decades and beyond

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Guidelines for scientific symposia presentations

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

- The organisers of each scientific symposia are responsible to brief the Chairpersons and speakers about the format of the session.
- The organisers of each scientific symposia are responsible to collect slide presentations and/or video recording (if applicable). The organisers must hand in the final presentations 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-Scientific symposia

Symposium date:

Wednesday 8 November

Thursday 9 November

Presentations due at speaker preview room

Tuesday 7 November 14:00-18:00

Wednesday 8 November 08:00-19:00

Please ensure to upload the presentations at least **2 hours before the session starts**. It will not be possible to upload presentations 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.
- Ensure all speakers are present.

Presentation guidelines

- Only PowerPoint presentation slides will be displayed in the meeting rooms. No other format will be accepted.
- Presentations must be in English.
- Each speaker must ensure that his/her presentation fits the allocated time. The Chairpersons must ensure that the session does not run over time.
- Ensure to bring the presentations to the speaker preview room at the allocated time. It will not be possible to upload presentations in the session room.

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 has ended, the presentations 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 presentation during and after the Forum in their own time. We request your cooperation in making your presentation available throughout and after the



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Forum. In case the presentations of your scientific symposia should not be available for On-Demand access, please let us know via forum@edctp.org.

If you have any questions, please contact us via forum@edctp.org quoting the scientific symposia number as the reference.