

PRESENTATION GUIDELINES

Congress of the European Federation
of Societies for Microsurgery 2026

Clarion Congress Hotel Prague | 14–17 June 2026

⚠ Important: Please read these guidelines carefully and in full before your arrival at the congress. Compliance with upload deadlines and technical requirements is essential for smooth session management.

1. Presentation Format & Compatibility

Accepted File Format

All congress computers run **Windows 10 with Microsoft Office 365** (PowerPoint). The only accepted presentation format is:

- **Microsoft PowerPoint (.pptx)**

Please save your file in **.pptx format** before submitting. Files in older formats (.ppt, .pps) or other software (Keynote, Google Slides, LibreOffice Impress) must be converted and verified in advance.

Slide Aspect Ratio & Resolution

All rooms are equipped with 16:9 projection screens. Please format your slides accordingly:

- **Aspect ratio:** 16:9 (Widescreen)
- **Recommended resolution:** 1920 × 1080 px (Full HD)

Note: Slides formatted in 4:3 ratio will be displayed with black bars on the sides. We strongly recommend switching to 16:9 before uploading.

Fonts & Embedded Content

- Embed all fonts in your PowerPoint file (*File → Options → Save → Embed fonts in the file*)
- Use only standard system fonts (Calibri, Arial, Times New Roman) if embedding is not possible
- All images, charts, and graphs must be embedded — do not link to external files
- Video files must be embedded directly into the presentation

Video & Multimedia

The presentation computers support standard video codecs. Recommended formats:


- **Preferred:** .mp4 (H.264) — best compatibility
- **Supported:** .wmv, .mpg
- **Non-standard (requires early upload):** .mov, .avi — test at Speakers' Ready Room at least 6 hours before your session

Audio in videos will be played through the room sound system. Ensure audio is embedded in the video file, not linked externally.

2. Presentation Time & Schedule

A countdown timer will be visible at the lectern in all rooms. Please strictly adhere to your allotted time — the schedule between sessions is very tight.

- **Keynote Lectures** (marked in green in the programme): **15 minutes**
- **Standard Oral Presentations: 6 minutes**
- **Discussion / Q&A:** held at the end of each session, not after individual presentations

 **Please keep to your time.** Chairs are instructed to stop presentations that exceed their allotted slot. Overrunning affects all subsequent speakers and breaks.

3. Room Equipment Overview

The following AV equipment is available in each congress room:

Hall / Room	Capacity	Screen	Presenter Monitor	Wireless Presenter	Timer
Meridian (Main Hall)	~600 pax	800×500 cm / 16:9	✓ 50" preview monitor	✓ Cue Light	✓
Nadir (Secondary Hall)	~300 pax	600×375 cm / 16:9	✓ 50" preview monitor	✓ Cue Light	✓
Tycho / Kepler	~270 pax	2× 305×175 cm / 16:9	—	✓ small presenter	✓
Aquarius / Taurus	medium	305×175 cm / 16:9	—	✓ small presenter	✓
Leo / Virgo	medium	2× 305×175 cm / 16:9	—	✓ small presenter	✓

Presenter monitor (Meridian, Nadir): The main hall Meridian and Nadir hall is equipped with a **50" preview monitor at the lectern**, allowing you to see your current slide, next slide, and speaker notes while facing the audience. **Note:** Presenter mode with notes is available in Meridian and Nadir only. In all other rooms, only the countdown timer will be visible at the lectern.

Wireless presenter (laser pointer): A wireless presenter (slide clicker with laser pointer) is available at the lectern in every room. In Meridian and Nadir, a professional long-range **Cue Light presenter** is provided, capable of controlling up to 2 computers.

Personal laptops: Use of personal laptops is possible but must be arranged in advance with the technician in the Speakers' Ready Room (see Section 5). HDMI and USB-C adapters should be brought by the speaker.

4. Slide Design

Template

No official congress slide template is required. Presenters may use their own institutional or personal presentation design.

Conflict of Interest Disclosure

All authors and presenters are **required to include a Conflict of Interest (COI) disclosure slide** as the **first or second slide** of their presentation. If you have no conflicts to declare, the slide should explicitly state: *"The authors declare no conflict of interest."*

Patient Data & Privacy

Presenters are responsible for ensuring that slides do not contain **confidential or identifiable personal information**, including patient data or recognizable patient images, unless appropriate **written informed consent** has been obtained. Any identifiable information must be anonymized or obscured before submission.

Readability Tips

- Use a minimum font size of 18 pt for body text, 24 pt for titles
- Ensure sufficient contrast between text and background
- Limit text per slide — prefer visuals, diagrams, and key points
- Avoid very dark slide backgrounds if using a laser pointer, as the laser may not be visible

5. Speakers' Ready Room & Presentation Upload

Speakers' Ready Room — STELLA

The Speakers' Ready Room (**Stella**) is located on the congress floor at Clarion Congress Hotel Prague. Technical staff will be available throughout the congress to assist with file upload, compatibility checks, and any presentation-related issues.

How to Submit Your Presentation

- **Bring your file on a USB flash drive.** Ensure the file is virus-free before arrival. Files with detected malware will not be accepted and will not be cleaned by the technical team.
- Inform the technician if you intend to use your **personal laptop** — arrangements must be made in advance.
- The technician will verify your file, test compatibility, and transfer it to the congress presentation network.
- After upload, **review your presentation on the congress computer** — fonts, video playback, and transitions must be checked by the speaker, not the technician.

Upload Deadlines

Please upload your presentation no later than the times specified below. These are minimum requirements — earlier is always better.

Presentation Type	Upload Deadline Before Session
Standard slides (no video)	At least 2 hours before
Slides with animations, transitions, or embedded video	At least 3 hours before
Slides with non-standard video formats (.mov, .avi, etc.)	At least 6 hours before

📢 On the first congress day (14 June): To avoid congestion at the Speakers' Ready Room, please do not arrive all at once at opening. Upload on the day of your session whenever possible, while respecting the deadlines above.

File Naming Convention

Please name your file using the following format:

EFSM2026_LASTNAME_Firstname_SessionCode.pptx (e.g. EFSM2026_NOVAK_Jan_DIEP01.pptx)

6. On-Site Logistics

Format — In-Person Only

EFSM 2026 is organized as an **on-site, in-person event only**. Remote or virtual presentations are not available. Scientific sessions will **not be livestreamed**.

Internet & Wi-Fi

Congress Wi-Fi (**up to 500 simultaneous connections, 100 Mbps symmetric**) will be available throughout the venue. Network name (SSID) and password will be communicated on-site at registration.

Arriving at the Session Room

- Arrive at your session room **at least 5 minutes before the session begins** to introduce yourself to the Chair and confirm the order of presentations.
- Do not rearrange or adjust the room AV equipment — all settings are managed by the dedicated room technician.
- If you experience any technical issue during your presentation, raise your hand and the technician will assist immediately.

7. Data Protection & File Handling

All presentation files remain the intellectual property of the presenting author. The congress does not share, distribute, or publish presentation files to third parties without explicit consent.

After the congress, all uploaded materials will be **permanently deleted** from the AV provider's storage systems within 30 days of the closing session.

8. Contact

For any questions regarding presentation submission or technical requirements, please contact the congress secretariat:

EFSM 2026 Congress Secretariat

Email: registration@euromicro2026.com

Speakers' Ready Room (on-site, during congress): **Room Stella, Clarion Congress Hotel Prague**

Thank you for your contribution to EFSM 2026. We look forward to welcoming you in Prague.