

## Speaker Guidelines – Parallel (Abstract-Driven) Sessions

The facilities in the Speaker Preview Room at the conference venue will provide the following possibilities:

- Reviewing your MS Power Point presentation
- Last minute changes to your MS Power Point presentation
- Expert advice by technical staff on site

To enable the staff to handle the technical aspects in an adequate way, the MS Power Point presentations should be prepared according to the guidelines below. It is essential that:

- The right format is used
- **The presentation is uploaded in time, no later than 08:00 (Irish time, GMT) on Friday 30 October 2026.** If you have changes to your presentation, please upload a new version or come to the Speaker Preview Room at least four (4) hours before your scheduled presentation time
- If you upload a new version, you do not need to rename the file, just save the changes and re-upload.

### The Speaker Preview Room will be open:

Monday, 2<sup>nd</sup> November 2026: 12:00-19:00

Tuesday, 3<sup>rd</sup> November 2026: 07:30-16:00

### Session Rooms:

Each session room is equipped with the following items:

- Lectern with microphone
- Clip-on microphone
- Data projection for MS Power Point presentations
- Laser pointer
- Connection for your own laptop (HDMI)

### Scientific Programme

An update of the scientific program can be found on the [conference website](#) including the dates and times of presentations.

### Presentation:

- Prepare your MS Power Point presentation according to the guidelines and upload using the link below. You are welcome to use the HepHIV 2026 presentation template attached with these guidelines. Please bring a backup copy in case of any problems with your file and consider saving it in different formats
- Closer to the conference, you will receive a link where you can upload your presentation. Please upload your presentation **no later than 08:00 (Irish time, GMT) on Friday 30 October 2026.**
- Check in at the Speaker Preview Room at least **four (4)** hours before your presentation time.
- Be in the session room at least 15 minutes before the session starts to meet the chair of the session. Please respect the time limits. **Each presentation is scheduled to last for 8 minutes with 2 minutes for questions.** Please note that you will be able to see a timer showing the full 10 minutes. The moderator is responsible for keeping time and will interrupt if a presentation extends beyond the allocated time. It is imperative that all presentations start and stop on time.
- Familiarize yourself with the equipment in the session room.
- Technical staff will be present to assist you.

**Guidelines:**

- Only Power Point presentations can be accepted
- Presentations should be prepared in 16:9 widescreen format and will be projected in a resolution of 1920 x 1080 pixels. All video/data projectors (beamers) at the conference can visualise this resolution without a problem.
- Pictures and animation links to the Internet or to other files will NOT be accessible
- All movies and hyperlinks used in a presentation should be set to start automatically, as it is NOT possible to click on a movie when using the Cue-it ® system.
- Use standard Windows fonts only, 24 font size can be read easily.
- The following codec's will be available for use;
  - Integrated audio files such as mp3 or wav.
  - AVI and MPEG movies, integrated in a Power Point presentation, using the following codec's:
    - o XviD Version 1.2.0
    - o DIVX Pro 6.2.2
    - o 3ivX Pro
    - o Ligos Indeo XP
    - o MS MPEG-4
    - o MPEG-4 Low and Fast motion
    - o Ligos MPEG-2 decoder
    - o Cyberlink MPEG-2 decoder
    - o MainConcept MPEG-2 decoder
    - o QuickTime codecs
    - o Windows Media Player 10
  - Should embedded movies in a presentation not work, they will be converted at the Speaker Preview Room to a PowerPoint compatible format, with the EO Video® program.
- MAC users should check in early at the Speaker Preview Room to convert their presentation to a pc format.

**Some good advice concerning slide content and design**

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- Each slide should contain no more than seven lines of text and no more than seven words per line
- If you are showing graphs, tables or charts: do not make them too complex
- You should show no more than two slides per minute of your talk
- Slides are easier to read when there is a marked contrast between the text and the background
- It is easier to read text on a white background than white text on a dark background;
- Legibility check: in presentation mode, your text should be large enough to be read easily from 1.5 m away from your computer screen. In general, the font size used in your text should be at least 24.

**If you have a co-author making the presentation, please forward the guidelines and inform the HepHIV 2026 Dublin Conference Secretariat at [hephiv.rigshospitalet@regionh.dk](mailto:hephiv.rigshospitalet@regionh.dk)**