



# FIGO Paris 2023 Speaker Guidelines

## Preview room (E04 room, Pavilion 7.3) and speaker arrival times

- Each session room will be equipped with a PC laptop, which is connected to the preview room and which will be used to project all presentation slides, ePosters and videos.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed. Presentations can only be uploaded in the preview room.
- **All speakers are invited to the preview room to upload and test their presentation slides, videos and/or ePosters preferably one day before their session, but at least two hours before their session start time.** Technicians will not be able to load materials after this time.
- The preview room is located at **room E04 on Pavilion 7.3.**
- Preview room opening hours:
  - Sunday 8 October: 16:00 – 19:00 local Paris time (CEST)
  - Monday 9 October: 06:00 – 18:00 local Paris time (CEST)
  - Tuesday 10 October: 07:00 – 18:00 local Paris time (CEST)
  - Wednesday 11 October: 07:00 – 18:00 local Paris time (CEST)
  - Thursday 12 October: 07:00 – 18:00 local Paris time (CEST)
  - Friday 13 October: 07:00 – 15:00 local Paris time (CEST)
- **Plan to arrive in your session room at least 30 minutes prior to the session start time.** Please move towards the lectern to introduce yourself to onsite staff and to other speakers.
- **Session rooms can be found on the Congress mobile app and venue signage.**

## Simultaneous interpretation (please bring headphones)

- Simultaneous interpretation between English, French and Spanish is available in the following rooms:
  - Paris room
  - S01 room
  - S02 room
  - S03 room
- In these rooms, there may be mixed-language sessions and the audience might ask questions in any one of the three languages.
- **To listen to presentations and audience questions in another language, please download the Congress mobile app and use your own smart phones and headphones.** A limited number of spare headphones are available in the preview room if required.
- The download link for the Congress mobile app will be provided onsite. On the homepage, select 'Simultaneous interpretation' followed by your session room, or select your session room on the 'Scientific programme' for the link to simultaneous interpretation.

## Chairpersons/moderators

- The role of the chairperson or moderator is as follows:
  - Introduce the session or film screening.
  - Introduce the speakers before their presentations.
  - Moderate live Q&A with the audience after all the speakers have delivered their presentations.
  - Provide final remarks to close the session.
  - Keep an eye on the time to ensure that the allocated time for session does not overrun. Timekeeping is very important due to the high volume of scientific sessions taking place at FIGO Paris 2023. Please ensure that each speaker has enough time for their presentation and the audience has some time to ask questions at the end of the session. There will be a timer on the lectern of your session room and an usher will display printed time cards for your reference.
- **Each speaker introduction should not take more than 1 minute.**
- **Full session details and speaker biographies can be found on the Congress mobile app.** Where speaker biographies have not been submitted, please consult with speakers to collate details.
- For audience Q&A, please invite speakers to sit on stage. Roving microphones will be circulated around the room for questions. Attendees can also submit a question online if your session takes place in the Paris room or an S room. A staff member will provide you with an iPad to view the questions as they are submitted in live time. Please read them out loud and direct the questions to speakers.

## Presentation slides

- If you are using slides for your presentation, please prepare your presentation slides using the [FIGO Paris 2023 presentation slide template](#).
- Logos of any for-profit organisations are not permitted.
- All presentation slides should be in PowerPoint format and PC compatible.
- The projection format will be 16:9. Please use this format when creating your slide deck.
- PowerPoint 2016 and previous versions are accepted.
- If you are adding media elements into your presentation slide deck, please note the following:
  - Use the 'Insert' function to integrate media elements, such as images and videos.
  - Limit the size of your videos and sound to 1GB and use formats such as .mp4 and .wmv if possible.
  - If your video files come from medical equipment, make sure you do not need a special proprietary software to play it on a PC.
- If you work on a Mac, choose Microsoft Windows compatible fonts.
- Save and name your file as **Last name\_Presentation title** with a .pptx extension for better compatibility.
- Once you are at the lectern, simply click on your presentation slides on the laptop provided to launch your presentation, then use the slide clicker or the arrows on the keyboard to advance your slides and/or video. At the end of your presentation click 'Escape' on the keyboard to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- The deadline to send PPT presentations over email was 25 September. After this date, we are no longer able to accept new PPT presentations over email.

- If you missed the deadline, please bring a copy of your PPT presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT presentation and sign a speaker consent form.**

## Surgical video classroom

- If you are presenting a pre-recorded video as part of the surgical video classroom, please prepare it as follows:
  - Acceptable file types include: avi, mov, mpg, and mp4.
  - Videos must be of good visual quality. Videos should not be lower than 1280 x 720 resolution and should be submitted in 16:9 aspect ratio.
  - Please test the audio on videos prior to submission to ensure clarity.
  - All references to patient identity must be removed, unless you have received formal consent from the patient which must be declared at the start of the video.
  - Logos of any for-profit organisations are not permitted.
  - Save and name your video as: **Last name\_Video title** with a .mp4 extension for better compatibility.
- You are welcome to prepare presentation slides to present in addition to your video. Please prepare your presentation slides following the guidance under [‘Presentation slides’](#) above.
- The surgical video classroom is located at **room W04 on Pavilion 7.3**.
- Once you are at the lectern in your session room, simply click on your slides and/or video on the laptop provided to launch your slides and/or video, then use the slide clicker or the arrows on the keyboard to advance your slides and/or video. At the end of your presentation click ‘Escape’ on the keyboard to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- Videos presented as part of the surgical video classroom may be added to FIGO’s online knowledge hub after the event. If you do not want FIGO to retain your video after the event has taken place, please [contact us](#).
- The deadline to send PPT and video presentations over email was 25 September. After this date, we are no longer able to accept new PPT or video presentations over email.
- If you missed the deadline, please bring a copy of your PPT or video presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT or video presentation and sign a speaker consent form.**

## Film festival

- If you are presenting a video as part of the film festival, we already have your video file which you uploaded online for review by the scientific programme committee.
- Film festival presenters will have time to introduce their video before it plays and take questions at the end.
- You are welcome to prepare presentation slides to present in addition to your video. Please prepare your presentation slides following the guidance under [‘Presentation slides’](#) above.
- Please bring a copy of your presentation slides and/or edited video files on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, our session start time.
- The film festival cinema is located in the **exhibition hall on Pavilion 7.2**.
- Once you are at the lectern, simply click on your slides and/or video on the laptop provided to launch your slides and/or video, then use the slide clicker or arrows on the keyboard to advance your slides and/or video. At the end of your presentation click ‘Escape’ to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- Film festival videos may be added to FIGO’s online knowledge hub after the event. If you do not want FIGO to retain your film after the event has taken place, please [contact us](#).
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT or video presentation and sign a speaker consent form.**

## Poster abstracts

- Poster abstracts are digital only and referred to as ePosters. There will be no printed posters on-site.
- ePosters are not reviewed by judges.
- If you are presenting an ePoster, please prepare it as follows:
  - **1-page PDF file (PPT slides are not accepted).**
  - 16:9 landscape format.
  - Logos of any for-profit organisations are not permitted.
  - Graphs, tables and images are welcome.
  - Authors can use their preferred font and colours.
  - Font size should be legible from a short distance.
  - References and co-authors should be listed on posters where applicable.
  - Save and name your ePoster as: **Last name\_Poster title** with a .pdf extension for better compatibility.
- The ePoster hall will be in the **exhibition hall on Pavilion 7.2**.
- There will be digital touch screens in the ePoster hall where delegates can browse all ePosters at their leisure throughout the Congress.
- Poster presenters are invited to give a 1-minute summary of their ePosters at the ePoster hall during their allocated time slot. You will not be able to present any additional slides during the minute.
- Once you are at the lectern, simply click on your poster file on the laptop to display it. At the end of your presentation click ‘Escape’ on the keyboard to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.

- Presentations will be promptly stopped after 1-minute by a Chairperson so presenters are advised to practice ahead of time.
- The running order of presentations can be found in the scientific programme on the Congress mobile app, which will be available to download onsite. Please arrive 30 minutes before your allocated time slot and introduce yourself at the lectern to onsite staff.
- Please upload your 1-page PDF ePoster to our [submissions website](#) by 23:59 UTC+1 on Sunday 1 October 2023. We will not be able to accept any posters uploaded or sent by email after this deadline.
- If you miss the deadline, please bring a copy of your 1-page PDF ePoster on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your ePoster presentation and sign a speaker consent form.**

## Oral abstracts

- If you submitted an abstract paper and had it accepted for oral presentation, please prepare your presentation slides following the guidance under [‘Presentation slides’](#) above.
- Each oral abstract presentation is allocated 9 minutes: 7 minutes for presentation followed by 2 minutes for Q&A.
- Oral abstract sessions will take place in **room W03 on Pavilion 7.3**.
- Once you are at the lectern, simply click on your slides on the laptop provided to launch your slides, then use the slide clicker or arrows on the keyboard to advance your slides. At the end of your presentation click ‘Escape’ to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- Presentations will be promptly stopped after 7-minutes by a Chairperson so presenters are advised to practice ahead of time.
- The running order of presentations can be found in the scientific programme on the Congress mobile app, which will be available to download onsite. Please arrive 30 minutes before your allocated time slot and introduce yourself at the lectern to onsite staff.
- The deadline to send PPT presentations over email was 25 September. After this date, we are no longer able to accept new PPT presentations over email.
- If you missed the deadline, please bring a copy of your PPT presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT presentation and sign a speaker consent form.**

## Breakfasts with the experts

- Breakfast with the experts sessions are intimate roundtable discussions in groups of up to 40 participants (excluding speakers).
- Delegates are required to pre-register for breakfast sessions.
- Speakers must be registered for the Congress in order to gain entry on-site, but do not need to pre-register for the specific breakfast session(s) in which they are speaking.
- Breakfast is served during these sessions, the cost of which is included in the pre-registration fee.
- Rooms will be set-up in boardroom style with notepads, pens and two handheld microphones if required.
- It is not possible to present slides or videos during these sessions, but speakers are welcome to bring their own hand-out materials.
- Breakfast with the expert sessions will take place in the **E01, E02, E03, E06, E07 and E08 rooms on Pavilion 7.3**. Please refer to the scientific programme on the Congress mobile app for your room allocation.

## Hands-on simulation labs

- Hands-on simulation labs offer practical learning opportunities in groups of up to 50 participants (excluding speakers).
- Delegates are required to pre-register for simulation labs.
- Speakers must be registered for the Congress in order to gain entry on-site, but do not need to pre-register for the specific simulation lab(s) in which they are speaking.
- Rooms will be set-up in classroom style with a laptop, projector, notepads and pens.
- Up to 7 lapel microphones are available for speakers. Please speak with onsite staff who can attach this for you.
- A roving microphone is available for audience Q&A if required.
- The deadline to let us know your additional equipment and set-up requirements, including electrical points, was Monday 18 September. We cannot guarantee your set-up requirements will be met if requests were received after this date. Organisers are responsible for organising and funding any additional equipment that may be required for their session. For further assistance, please contact Cyrielle Zalta at [c.zalta@clq-group.com](mailto:c.zalta@clq-group.com).
- You are welcome to use PPT and video presentations during these sessions. Please prepare your presentation slides following the guidance under '[Presentation slides](#)' above.
- Hands-on simulation labs will take place in **room E05 on Pavilion 7.3**.
- Once you are at the lectern, simply click on your slides on the laptop provided to launch your slides, then use the slide clicker or arrows on the keyboard to advance your slides. At the end of your presentation click 'Escape' to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- The deadline to send PPT presentations over email was 25 September. After this date, we are no longer able to accept new PPT presentations over email.
- If you missed the deadline, please bring a copy of your PPT presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT or video presentation and sign a speaker consent form.**



## Post-Congress workshops

- Taking place on Friday 13 October, post-Congress workshops are focused seminars offering a deep dive into specific subject areas in groups of up to 50 participants (excluding speakers).
- Delegates are required to pre-register for workshops.
- Speakers must be registered for the Congress in order to gain entry on-site, but do not need to pre-register for the specific workshop(s) in which they are speaking.
- Rooms will be set-up in classroom style unless otherwise specified by the session organiser with a laptop, projector, notepads, pens and microphones.
- The deadline to let us know your additional equipment and set-up requirements, including electrical points, was Monday 18 September. We cannot guarantee your set-up requirements will be met if requests were received after this date. Organisers are responsible for organising and funding any additional equipment that may be required for their session. For further assistance, please contact Cyrielle Zalta at [c.zalta@clq-group.com](mailto:c.zalta@clq-group.com).
- You are welcome to use PPT and video presentations during these sessions. Please prepare your presentation slides following the guidance under '[Presentation slides](#)' above.
- Post-Congress workshops will take place in the **S rooms, E rooms and W rooms on Pavilion 7.3**. Please refer to the scientific programme on the Congress mobile app for your room allocation.
- Once you are at the lectern, simply click on your slides on the laptop provided to launch your slides, then use the slide clicker or arrows on the keyboard to advance your slides. At the end of your presentation click 'Escape' to go back to the main menu.
- The use of personal laptops, USB flash drives or other external hard drives in the session rooms is not allowed.
- The deadline to send PPT presentations over email was 25 September. After this date, we are no longer able to accept new PPT presentations over email.
- If you missed the deadline, please bring a copy of your PPT presentation on a USB stick, or other external hard drive, to the on-site preview room the day before, or at least 2 hours before, your session start time.
- **Please come to the on-site preview room at room E04 on Pavilion 7.3 the day before, or at least 2 hours before, your session start time to test your PPT or video presentation and sign a speaker consent form.**

## Your photo headshot and biography

- If you have previously uploaded your headshot and biography to your online speaker profile via our [submissions website](#) by 25 September, then your headshot and biography will be included as part of your speaker profile on the Congress mobile app.
- FIGO cannot guarantee that any headshots or biographies submitted after this date will be included on the Congress mobile app.

## Speaker registration

- All speakers must be registered and paid for the Congress in order to gain entry on-site. If you have not yet registered, please [visit our website](#) for more information.
- There is no separate registration category for speakers, so please select the registration type most applicable to you.
- Once you have successfully completed your registration, you will receive a confirmation number and personalised bar code to print your badge at the on-site registration area. Staff will be available on-site if you need assistance.
- The registration area is open from 06:30 local Paris time (CEST) on Monday 9 October.
- FIGO Paris 2023 is an in-person event. Speakers cannot present virtually.

## Speaker consent and confidentiality

- If you completed your online speaker profile via our [submissions website](#), you have likely already indicated your agreement to the speaker consent form.
- According to French law, speakers must sign a hard copy of the speaker consent form on-site. Please come to the on-site preview room at least 2 hours prior to your session start time to review and sign the speaker consent form.
- Each speaker can access and modify their own presentation, but will not have access to other speakers' presentations outside of your own sessions on-site. All data will be deleted from on-site computers after the event.