**INSTRUCTIONS FOR SPEAKERS**

**1.** You do not need to bring your own computer, only a USB memory. We recommend that you verify that the transfer to USB is correct.

**2.** Your first slide should show your name and the title of your presentation.

**3.** On your second slide you may declare any potential or actual conflicts of interest. Please see below.

**4.** Please hand in your material to the technicians in the Speaker Service Center no later than two hours before your presentation. At the speaker service center the technicians will help you when needed. Your presentation will be transmitted to the computer in the lecture hall at the right time.

**5.** If you bring your own laptop, please come to the Speaker Service Center no later than two hours before your lecture, so that we can check the resolution and screen outputs. If you have a Mac or a PC that does not have VGA or HDMI outputs, you will need to bring the necessary adapter.

**6.** In all the lecture halls there will be a PC with PowerPoint (Office 365). Please use the default fonts/fonts found in the Office program. If you use other fonts, we ask you to attach the fonts separately.

**7.** Questions from the auditorium can be made via the conference app. The questions will appear on a screen for the chairs to read them.

**8.** All means to promote active learning of the participants are encouraged. In the conference app, there is an audience response meter function to create interactivity between a presenter and the audience (“mentometer”). As a speaker, you can prepare questions in good time and at the start of the lecture inform the auditors that they need the app to participate in the vote. Participants will be able to vote with their own smart phones.

**9.** We kindly ask the speakers to prepare three slides summarizing the key points of their lecture. By handing in the slides at the Speaker Service Center you consent to making these slides available for the participants online.

**10**. We aim at filming around 25% of the lectures and record the audio on another 25% for posting online. We need your consent to this and therefore ask you to fill in this brief web form. <https://goo.gl/forms/5yUH2jQf1ut9EGa13>

**11**. We encourage “TED talk” style presentations. The following instructions for the presenters at the SMACC Conference in Dublin 2016 may serve as inspiration:

\* This is of course a medical conference and some reliance on slides is likely necessary, however please remember that while several hundred or more people will be there to hear and see your presentation, (if you have consented; SSAI remark) thousands download the podcasts after the event (this means that you will have a huge audience).

\* Amazingly with the podcasts though, while we provide your slides with the audio, only half those downloading the podcast look at the slides. This means it helps when preparing your presentation if you imagine listening to your talk without any slides.

\* When you are preparing your presentations, please remember the talks are podcast to a huge audience, so please acknowledge copyright and protect confidentiality.

**CONFLICT OF INTERESTS**

As prerequisite for the CME certification all lecturers should declare possible links and financial support relevant to the presentation including collaboration / financial support from the pharmaceutical industry / medical equipment manufacturer. Declarations must also include whether any fee, honorarium or arrangement for re-imbursement of expenses in relation to the Congress has been provided.

All speakers are requested to fill in the form provided on the SSAI 2017 website and send to Anna Zetterholm at MKON: anna@mkon.se.

The declarations will be made available on the website of the [Congress](http://www.mkon.nu/ssai/cme).

**INSTRUCTIONS FOR CHAIRS**

Communicate with the speakers ahead of your session and inform them about the following:

As Chair, you are responsible for the time being held by the speakers. Specify the time for each speaker. If the speaker seems to exceed the allocated time, you may announce that it is 1 minute left and ask the speaker to summarize the presentation. Alternatively, simply stand up and make sure the speaker is aware of your action.

Start the session exactly on time.

As Chair, you are responsible for the time being held by the speakers. Specify the time for each speaker. If the speaker seems to exceed the allocated time, you may announce that it is 1 minute left and ask the speaker to summarize the presentation. Alternatively, simply stand up and make sure the speaker is aware of your action.

During 60 min sessions the allocated time for the speakers should be 25+25+10 min, alternatively 15+15+15+15 min. During 90 min sessions the time allocation should be 25+25+25+15 min, alternatively 20+20+20+20+10 min. The last time slot is intended for the closing discussion including questions. The speakers are previously informed about their time allocation.

When there are two Chairs for the same session, plan in advance how and by whom the speakers are introduced.

Prepare one question for each speaker. Questions from the audience have priority during the discussion following the presentations.

Questions from the auditorium can be made via the conference app. The questions will appear on a screen in front of you where you can easily read and choose.

In the app, we also have an Audience Response Meter function (“mentometer”). The speaker should announce to the Chair and technical assistant that they will use this feature before preparing the lecture and prepare a number of questions. Voting is done via the participant's own smartphone.

The session should always end on the scheduled time.

**INSTRUCTIONS – POSTER CHAIRS**

The Chair should start exactly on scheduled time at the first poster in the session according to the numbering of the posters in the session. Headset will be provided. Please allow for 5 minutes presentation by the poster presenter and then 5 min questions/discussion for each poster. Engage the audience in the discussion, and then move on to the next poster.