

Guidelines for Invited Lecture

EUS Summit 2020 Scientific Program Committee would like to acknowledge all invited speakers for their presentation. To ensure that the content(s) are shared effectively with all participants, we advise all speakers to comply with the following guidelines.

▶ Presentation Method

- Overseas: Pre-recording Lecture (VOD) & Real-time Q&A
- Korean: Pre-recording Lecture (VOD) or In-Person Presentation & Real-time Q&A
(※ VOD submission is required.)

▶ Presentation Time

Session No.	Presentation Time
Session I, Session II-A, Session II-B, Session III-B, Session IV, Session V	15 Min Lecture + 5 Min Q&A
Session III-A	10 Min Lecture + 5 Min Q&A

❖ Pre-recording Lecture (VOD)

▶ Presentation Material Format

- Please remember to set the screen ratio to **16:9** to meet the screen transmission ratio.
- Please download the **ppt template for oral** under the menu of presentation guidelines at the official website.

▶ How to Record Your File

- EUS Summit 2020 kindly ask you to use 'PowerPoint' program for recording your presentation.
- Please refer to the **guidelines for recording using powerpoint** under the menu of presentation guidelines at the official website.

▶ How to Submit

- Please submit your lecture VOD file to the secretariat via email (eussummit@insidecore.co.kr).
- Submission Deadline
 - ✓ Abstract or Presentation file: **September 24**
 - ✓ VOD file: **October 2**

❖ In-Person Presentation for Korean

▶ Presentation Material Format

- As for the aspect ratio of your presentation file (slides), a ratio of **16:9** is recommended.
- Please download the **ppt template for oral** under the menu of presentation guidelines at the official website.

▶ Presentation File Upload

- Please bring your final presentation files on a USB drive to the Preview Room at least **1 hour** before your scheduled presentation.
- When reviewing your presentation file, please make sure all fonts and images appear as expectedly.
- After you have finished reviewing and/or making changes to your presentation, please notify an A/V technician so that they can review and upload your files onto the PCs connected to each session room.

Preview Room

- Operating Hours: October 24 09:00-17:00, October 25 09:00-17:00

EUS Summit 2020

October 24-25, 2020

Grand Hall (B1), Grand Walkerhill Seoul, Korea

► A/V Equipment

- Computer: Window OS - PowerPoint version 2010 or upper
- A monitor and a wireless mouse will be set up on the podium, and the presenters operate each slide from the podium using the mouse.
- There will also be an AV technician in each session room to assist you with technical issues.
- We DO NOT recommend using your own laptop computer for your presentation to avoid problems with computer-projector compatibility and to save the time that would otherwise be needed for changing connections. This conference will be held virtual and offline and it is broadcast online, so you must use a PC installed on the site for smooth progress.