

Presentation and Moderation Guidelines

Welcome to the LUPUS 2025 resources page for speakers, presenters and moderators designed to guide you in your preparation for the LUPUS 2025 Congress. Reference the section below specific to your presenter type/role within the congress and follow the outlined steps. If you have any questions, please contact LUPUS_abstracts@kenes.com.

QUICK ACCESS TO GUIDELINES

Review the moderation and presentation guidelines below based on your role and session type. [Moderation Guidelines](#)[Session Specifics](#)[Audience Voting](#)[PPT Presentation Guidelines](#)[E-Poster Presentation Guidelines](#)

WHAT TO PREPARE?

As a session chair/moderator you will need to:

- Register for the congress* (*you will be contacted by the Congress Organizers with a designated faculty registration link*)
- Provide the required information in your LUPUS 2025 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - submitting a biography and a photograph (headshot) for the congress portal
- Follow the [moderation guidelines](#) and [session specifics](#) applicable to you based on the session you were assigned to***

**If you will not be able to attend the congress in Toronto, please contact us urgently at vdanielsen@kenes.com.*

***A link was emailed to chairs and moderators in CME-accredited sessions. If you did not receive it, please email us at: LUPUS_abstracts@kenes.com*

****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.*

As an invited speaker in a plenary, debate, patient, scientific, meet-the-professor or fishbowl discussion session you will need to:

- Register for the congress* (*you will be contacted by the Congress Organizers with a designated faculty registration link*)
- Provide the required information in your LUPUS 2025 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - submitting a biography and a photograph (headshot) for the congress portal
- Prepare a PowerPoint presentation following the guidelines below
 - Upload your final PowerPoint slide deck to the Speaker's Ready Room (SRR) onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

**If you will be unable to present onsite in Toronto, please contact us urgently at vdanielsen@kenes.com*

***A link was emailed to you, if you did not receive it, please email us at LUPUS_abstracts@kenes.com*

****Please note that uploading your slide deck to the SRR onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.*

****Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.

As an oral abstract presenter in a concurrent or scientific hybrid session you will need to:

- [Register for the congress](#)* by the announced registration deadline for abstract presenters.
- Provide the required information in your LUPUS 2025 online profile** which includes:
 - completing the Conflict of Interest Disclosure Form
 - submitting a biography and a photograph (headshot) for the congress portal
- Prepare your **talk** and a **PowerPoint** presentation following the guidelines below
 - For oral abstract presenters in concurrent sessions – **8 minutes**, followed by 2 minutes for Q&A
 - For outstanding oral presenters in scientific hybrid sessions – **15 minutes**, followed by 5 minutes for Q&A
- **Upload** your final PowerPoint slide deck to the **Speaker's Ready Room (SRR)** onsite***
- Present your talk onsite at your designated session time. To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).****

*If you or another of your co-authors will not be able to attend the congress in Toronto, please contact us urgently at vdanielsen@kenes.com.

**A link will be emailed to you shortly. If you do not receive it by the end of February, please email us at: LUPUS_abstracts@kenes.com

***Please note that uploading your slide deck to the SRR

onsite at least one hour before the beginning of your session is mandatory even if you have previously sent it via email.

***Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.

As a poster tour presenter you will need to:

- [Register for the congress](#)* by the announced registration deadline for abstract presenters.
- Prepare a [printed poster](#) and an [E-Poster](#) following the guidelines below.
- Prepare a short talk for your presentation slot in a designated poster tour session. Each presenter has **6 minutes** including short Q&A.
- Present your talk onsite at your designated session time. Poster Tour presentations will take place at the E-Poster stations using E-Posters only.** To check your schedule, please visit the [interactive program](#) and type your name in the [name search](#).***

*If you or another of your co-authors will not be able to attend the congress in Toronto, please contact us urgently at LUPUS_abstracts@kenes.com.

**Please note that your Poster Tour presentation schedule and the shift for your printed poster may vary. For your presentation slot, please refer to the interactive program, and for the printed poster display shift, please refer to the letter sent to you on 22 April 2025.

***Please note that while unlikely, session times may change. For the most updated details, please always check the [interactive program](#) and closer to the congress – the mobile application.

As a poster viewing presenter you will need to:

- [Register for the congress](#)* by the announced registration

deadline for abstract presenters.

- Prepare a [printed poster](#) and an [E-Poster](#)** following the guidelines below.

**If you or another of your co-authors will not be able to attend the congress in Toronto, please contact us urgently at LUPUS_abstracts@kenes.com.*

**Please note: Abstracts accepted as regular posters for poster viewing are not assigned exact presentation times. Instead, presenting authors are kindly asked to put their printed poster on display during the shift assigned to them, and stand by their posters during coffee and lunch breaks within that shift to interact with other attendees interested in their work. Your printed poster display shift was shared via email on 22 April 2025.*

POWERPOINT PRESENTATION GUIDELINES

Prepare a PowerPoint presentation if you are:

- **Invited speaker** in a plenary, debate, patient, scientific, meet-the-professor or fishbowl discussion session
- Presenter of an **abstract selected for oral or outstanding oral presentation** in a concurrent or scientific hybrid session

Please note:

In compliance with CME/CPD requirements, all speakers and oral abstract presenters are requested either to disclose any conflicts of interest or to include in their presentation a statement that they have none.

- The **first slide** of your presentation must be **your name and presentation title**.
- The **second slide** should be the **disclosure slide**. If you have nothing to disclose, please add “No Disclosures”. You can download a template from the PPT Template tab

below.

- We recommend that you label all slides that include unpublished data with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.
- The copying and recording of the presented content is prohibited. Presenters are encouraged to indicate in their presentations that the presented content shall not be shared or copied.

To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



- **Format:** Your presentation should be prepared in .PPT or .PPTX format.
- **Ratio:** Please note that the conference computers in the session Halls are supplied with Office 2019 (at least) and the native ratio of the projection on the screens in the Halls is 16:9. Click [HERE](#) for information on how to change the ratio to 16:9 in PowerPoint in order to avoid misplacement of text and pictures when presenting.
- **Further Guidelines:** For further tips and guidelines for your presentation, click [HERE](#).
- [DOWNLOAD](#) the standard LUPUS 2025 PowerPoint slide deck template applicable to **oral abstract presentations** (concurrent and scientific hybrid sessions) and **invited speaker lectures** (plenary, debate, patient, scientific, meet-the-professor or fishbowl discussion session).
- You can bring your slides to the Speaker's Ready Room (SRR) on a **USB stick**.
- The SRR is clearly signposted onsite and is located on the **street level** of the conference center near Registration, Frontenac Ballroom, and Queens Quay Hall.
- Opening hours: 21 May (Wed), 15:00-18:00 | 22 May (Thu),

08:00-18:00 | 23 May (Fri), 07:30-17:00 | 24 May (Sat),
08:30-14:30

- You are asked to only use the congress computers in the session halls for presentation purposes. We may not be able to support lecture slides presented on personal computers.
- Please note that your slides must be finalized and ready on the day of your session.*
- Please upload your presentation slides in the SRR as soon as you arrive at the venue in the morning and **at least 1 hour before the start of the session**.
- If you combine video clips with PowerPoint, please make sure to test it in the SRR during a coffee or lunch break prior to your session and at least **2 hours before the start of the session**. In the SRR, a technician will assist you in checking whether the sound and picture from the video are transmitted well. Please make sure to repeat the test again during the break before your session in the session hall at the AV table to avoid technical issues.

**Please note that in accordance with the CME/CPD accreditation requirements, you may be requested to submit your presentation slides in advance of the congress via email. In such a case, you will be contacted directly by the congress organizers with more information. Sending the slides via email is only for review purposes and you are still required to upload the slides in the Speaker's Ready Room onsite at least 1 hour before your session.* To use MAC presentations on a PC compatible computer, please note that you need to prepare your presentation according to the instructions below, before taking it to the Speakers' Ready Room:

1. Convert it to PowerPoint or PDF.
2. Use a common font, such as Arial or Calibri (Special characters might be changed to a default font on a PowerPoint-based PC).

3. Insert the images as JPG or JPEG. The following file types will NOT be visible on a PowerPoint based PC – TIF, PNG or PICT.

ONSITE PRINTED POSTER GUIDELINES

Prepare a printed poster if you are:

- Presenter of an abstract selected for **poster tour presentation**.
- Presenter of an abstract selected for **poster viewing**

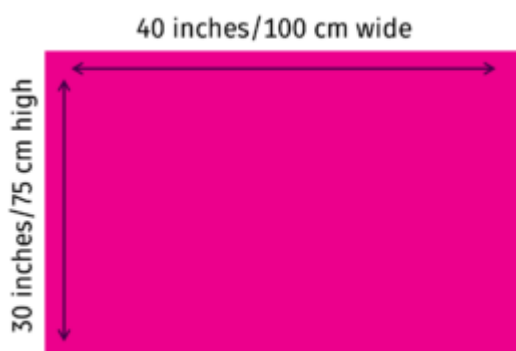
Please note:

- On 22 April 2025, designated poster board numbers and mount and removal times were assigned to registered presenters of abstracts selected for poster tour and poster viewing. Posters will be mounted in shifts and presenters are recommended (if available) to stand close to their posters during poster breaks as specified in the program in order to interact with other attendees interested in their work.
- There will be no formal presentations at the printed poster gallery onsite. If your abstract is accepted for poster tour presentation, the presentation will take place according to the schedule in the [interactive program](#) using your E-Poster. Please note that E-Poster presentations within Poster Tour sessions, and printed poster display shift hours may vary.
- Poster boards are located in the Exhibition on the second level of the congress venue and will be clearly signposted onsite. Please see the [poster mounting and removal schedule](#) below based on your shift.
- The copying and recording of the presented content is prohibited. Presenters are encouraged to indicate in their posters that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to

download.



- The dimensions of the poster board are **LANDSCAPE**.
- It is recommended that posters are prepared on **one sheet** of material.
- It is recommended that your poster be no larger than **40 inches/100 cm wide x 30 inches/75 cm high (example print sizes: landscape-oriented quad crown, B1, A1, etc)**.
- Allocate the top of the poster for the title and authors as stated on the submitted abstract.
- The text, illustrations, etc. should be bold enough to be read from a distance of six feet (two meters).
- Tape/pins and other technical equipment will be available onsite for the mounting of posters. Please refer to the **Poster Help Desk** in the Poster Area onsite for any questions upon arrival.
- You can download a portrait poster sample with arrangement tips from [HERE](#). Before printing, please double-check the dimensions with your print service provider to avoid low print quality.
- Please note that you are required to print and bring your own poster(s). The congress does not offer printing facilities onsite.



Printed posters should be mounted and removed following the schedule* below.

**Presenting authors received their assigned shift and poster board number via email on 22 April 2025. Please [contact us](#) if you have not received the email after checking your spam folder as well.*

- **SHIFT 1:** Mounting from 17:00 on Wednesday, 21 May | Removal: By no later than 15:15 on Thursday, 22 May
- **SHIFT 2:** Mounting from 09:30 on Friday, 23 May | Removal: By no later than 13:15 on Saturday, 24 May

IMPORTANT:

- **Your poster will be removed and discarded** if you do not remove it by the time mentioned above based on your assigned shift.
- You are expected to prepare and bring your printed poster to the congress venue. There will be no printing facilities onsite.
- Please note that each poster board will hold two posters as shown on [the diagram here](#), so you are kindly required to mount your poster to the left or right side of the board based on your assigned number, leaving space for the other presenter to mount their poster.
- Please do not leave anything on the floor near or under the poster board once it is set up. Items on the floor (pins, cases, etc.) are a safety hazard, and the congress organizers are not responsible for any resulting losses.
- There will be a Poster Helpdesk onsite to provide assistance and tape/pins for mounting.
- Presenting authors are encouraged to stand by their posters during the breaks for informal discussions or to answer questions.
- There will be no formal presentations at the printed poster gallery onsite. If your abstract is accepted for poster tour presentation, the presentation will take place according to the schedule in the [interactive program](#) using your E-Poster. Please note that E-Poster

presentations within Poster Tour sessions, and printed poster display shift hours may vary.



E-POSTER GUIDELINES

Prepare an E-Poster if you are:

- Presenter of an abstract selected for **poster tour presentation**.
- Presenter of an abstract selected for **poster viewing**

Please note:

- Only E-Posters of registered presenting authors will be displayed in the E-Poster Gallery.
- Poster presenters are contacted via email with a dedicated link to upload their E-Posters. Please [contact us](#) if you cannot locate your E-Poster upload instructions letter.
- Deadline for uploading your E-Poster: **Tuesday, 29 April 2025**

Publication Consent:

- By uploading your E-Poster, you agree to have it published in the official LUPUS 2025 congress publications and/or the congress website and mobile application for on-demand viewing.
- The copying and recording of the presented content is prohibited. Presenters are encouraged to indicate in

their posters that the presented content shall not be shared or copied. To aid in this, a digital graphic image may be incorporated into the poster. Click [HERE](#) to download.



Please upload your E-Poster as a **1-page PDF file in LANDSCAPE orientation**.

- **Language:** All E-Posters should be prepared in English
- **File Format:** PDF format – 1 page
- **Orientation:** Create your poster in a standard document software or a landscape-oriented PowerPoint and save it as a PDF file
- **Font types:** Arial or Calibri (optionally, Verdana, Times New Roman or Helvetica)
- **Font size:** 11 points or larger
- Hyperlinks, animated images, animations and videos are **not** permitted and will be non-functioning
- QR Codes are **discouraged** but if included, it is strictly forbidden to link to any promotional or marketing materials
- **Images and tables:** At least 200 dpi – good picture quality is essential
- When inserting images, photos, tables, etc., please use simple copy-paste and do **not** use embedded documents – the system does not support embedded files – audio or video.
- Avoid overlapping objects and layers – only the final view/status will be visible.
- When saving your PDF please do **not** use symbols or special characters (ie. +/@/ü) in the file name.
- Please do not use headers and footers.
- **File size:** Less than 5 MB

For an E-Poster template with arrangement tips, please click [HERE](#).

By following the guidelines, you will ensure your E-Poster is displayed correctly and is ready for upload.

- Poster presenters will be contacted via email by the end of March with a dedicated link to upload their E-Posters. Upload deadline: **Tuesday, 29 April 2025**.
- 24 hours after uploading, you can log back in and check how the E-Poster will appear on the online platform. If you wish to make changes, please use the “Edit Files” button. If you establish any technical issues, please contact us at LUPUS_abstracts@kenes.com.

FAQ

For more details on LUPUS 2025, please review the [FAQ page](#) as well.

PROMOTIONAL TOOLKIT

To promote your participation in the LUPUS 2025 Congress, please refer to our [Promotional Toolkit](#) page where you can find banners, adverts and more. We look forward to welcoming you to Toronto in May 2025!