

Guidelines for Speakers & Oral Abstract Presenters

BEFORE THE SESSION

- Please refer to your session schedule via the LUPUS 2025 mobile application or [interactive programme](#). You can search by your last name in the [interactive programme](#) or via the mobile application to see all the sessions you are scheduled to participate in.
- For any specifics of your session type (plenary, debate, etc.), please refer to the [LUPUS 2025 website](#).
- Please arrive at the session hall/location about **15 minutes before the session starts**.
- Speakers and oral abstract presenters will be asked to take a seat in the first row of the hall and will make their way to the lectern on stage when it is their time to present. In some cases, speakers may remain on stage for group discussions based on their session type. Please review the specifics per session type via the link above.
- A technician/staff member will also be present in the hall at the AV table to assist with all technological features taking place during the session. Please notify them immediately of any equipment problems.
- If your session includes voting, please refer to the [voting guidelines](#) on the LUPUS 2025 website.

POWERPOINT PRESENTATION GUIDELINES

In compliance with CME/CPD requirements, all speakers and oral 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 [congress website](#).
- We recommend that you label all slides that include unpublished data with a title: “UNPUBLISHED DATA – DO NOT COPY OR DISTRIBUTE”.
- **Format:** Your presentation should be prepared in .PPT or .PPTX format. If you are a MAC user, please convert your presentation to .PPTX or save it as a .PDF file. Please also make sure to use common fonts such as Arial or Calibri and images only in .JPG/.JPEG format.
- **Ratio:** The projection on the screens in the halls is 16:9. [See the congress website](#) for guidelines on how to change your PPT ratio and further presentation tips.

ONSITE PRESENTATION SLIDE UPLOAD

- Please bring your slides to the **Speaker's Ready Room (SRR)** on a **USB stick**.
- You are kindly requested to only use the congress computers in the session halls for presentation purposes. The congress may not be able to support slides presented on personal computers.
- Please upload your finalized presentation slides in the SRR as soon as you arrive at the venue in the morning, or **at least 1 hour before the start of your session**.
- If you combine video clips with PowerPoint, please make sure to bring the slides to the SRR during a longer 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 during the presentation.

SPEAKER READY ROOM (SRR) LOCATION AND OPENING HOURS

- The SRR 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

In case of questions, please [contact](#) the congress organizers or find us onsite in the Registration Area (Faculty Desk) of the congress venue. Thank you for your valuable contribution to the success of the LUPUS 2025 Congress!