ESICM
The Intensive Connection

31ST ANNUAL CONGRESS
PARIS 20-24 OCTOBER
PALAIS DES CONGRES

ESICM LIVES 2018
www.esicm.org

Dear ESICM Abstract Presenter,

We look forward to welcoming you to Paris in October. Please find below all the information related to the preparation of your e-Poster/Arena. **For the second year, only one PowerPoint (maximum 6 slides) file must be uploaded online for your e-Poster/Arena.**

ONLINE UPLOADING PLATFORM:

The poster authors are kindly asked to **submit their poster on the online platform, with no exceptions, by October 14, 2018.**

- **An email will be sent to you** explaining the process to follow to connect to the submission platform.
- On the platform, please submit your **PowerPoint file** following the on-screen instructions.
- Then you can validate your e-Poster/Arena

A technical support service will be pleased to provide any additional information you may require (click on the **"Support"** button on the screen's top right corner).

e-POSTER FORMATTING:

All presentations will be presented on a PC with Windows 7 and PowerPoint 2016.
In order to ensure an optimal delivery of your presentation, please stick to the following guidelines for the preparation of your presentation:

PREPARATION:
- Your presentation should be prepared in **Microsoft PowerPoint (max 6 slides).** As a general rule, it is better to use **pptx format** (compatible PowerPoint 2007/2010/2013/2016).
- Your presentation should be displayed in **landscape orientation, 16/9 ratio.**
- Use high-contrast lettering and readable fonts (minimum font size of 24).
- Use standard Windows fonts only.
- Use high-contrast colours (light text on dark background or vice versa).
- A maximum of 7 lines per slide and 5 words per line will improve the communication value of your slide.
- Save your presentation on a **USB memory stick** (and as a backup, a 2nd USB memory Stick or a Laptop) and bring these with you to Paris.

PICTURES:
- Save the picture(s) you want to use as a JPG or PNG and set the compression/quality to medium or high.
- Avoid saving your pictures as TIF files (especially MAC presentations).
- Save the pictures used in your presentation separately or on a USB memory stick.

VIDEO:
- AVI, WMV, MP4 or MOV are the only acceptable video formats.
- If this is not the case, or if the size of the file exceeds the capacity of a standard memory stick, then the presenter is kindly requested to ask for assistance at the Slide-Preview. Please note that this process takes time and should therefore be completed well before the start of the session to allow the technical team to work on the files if necessary.
- Save the videos used in your presentation separately on your USB memory stick.

GRAPHICS:
- Save the graphics or spreadsheets (Excel) used in your presentation separately on your USB memory stick.

FONTS:
- Try to avoid using non-standard Windows fonts or language specific fonts.

APPLE:
- Check your presentation on a Windows-operated computer (preferably Win7) before you bring it to the congress.
- Image: Do not copy and paste the images from another application, please use the "insert image from a file" functionality from PowerPoint (format JPG or PNG).
- Please save your presentation as **".PPTX"** (PowerPoint 2010/2016), it will guarantee a better compatibility with the system.

BEFORE YOUR ARENA SESSION

The appropriate use of audio-visual equipment is crucial for the success of our congress. We will be working with the same excellent team of technicians from the previous eight years. We have set out a number of recommendations for the use of audio-visual equipment during the Annual Congress. Please read them in order to ensure a smooth process without inconvenience to the faculty and the attendees.

Before your Arena session:
- **Kindly be in the session room 10 minutes before** the session starts to meet the chair and to familiarise yourself with the technical and other equipment. Congress staff will be present to assist you.
- It will not be possible to link your own laptop directly in the session room or to plug in your own memory stick onto the computer set up in the room. If you anticipate any technical constraints, please contact a technician in the Slide-Preview Room. These constraints can be overcome if advanced notice is given to the technical team.
  The use of direct connections in the session rooms (either by directly connecting the laptop or by delivering the presentation on a memory stick) is not recommended because the use of non-standard systems and/or fonts can have unpredictable results. Please remember that, apart from disrupting the session, this can make a nice presentation undeliverable. To ensure a good audio quality, we would prefer the speaker to use a mouse when commenting on the presentation.

Equipment available in each session/lecture room: 1 laptop computer (+mouse); 1 LCD Screen; 1 lecture microphone; 1 fixed microphone & 1 technician

A Free-Paper Check-in (Level 2, in the Slide Preview Room) will be available should you have any questions about your Arena presentation or to modify slides, **if absolutely necessary**.

Free Paper Check-in opening hours:
Saturday 20 October 2018	07:30 – 18:00 hours
Sunday 21 October 2018	07:30 – 18:00 hours
Monday 22 October 2018	07:00 – 18:00 hours
Tuesday 23 October 2018	07:00 – 18:00 hours
Wednesday 24 October 2018	07:00 – 14:00 hours

We wish you all the best for the preparation of your talk and look forward to meeting you in Paris soon.