

## ECFS 2026 – WORKSHOP PRESENTER GUIDELINES

You have been invited to present your abstract in a workshop at the upcoming 49th European Cystic Fibrosis Conference in Lisbon. With regard to your oral abstract presentation/s, we would like to inform you about the following guidelines:

### Registration

All oral abstract presenters need to register for the conference.

### Filming and Taking Pictures

Out of respect for speakers' copyright, it is forbidden to take pictures and/or film during any session.

### Speaker Preview Room

The facilities in the Speaker Preview Room of the 49th European Cystic Fibrosis Conference will provide the possibility to:

- review your PowerPoint presentation
- make last-minute alterations to your PowerPoint presentation
- receive support from technical staff
- upload your PowerPoint presentation to your designated session room

To enable the staff to handle the technical aspects efficiently, all presentations should be prepared according to the guidelines below. It is essential that:

- the correct format is used
- the presentation is handed in on time at the Speaker Preview Room: **at least two hours before the beginning of your session** (it is recommended to deliver your presentation the day before the session, if possible).

The Opening hours of the Speaker Preview Room (Room 1.10) will be as follows:

Wednesday, June 3	15:00 – 19:00
Thursday, June 4	08.00 – 18:00
Friday, June 5	08.00 – 18:00
Saturday, June 6	08:30 – 11:00

### Session Rooms:

Each session room is equipped with:

- Video projector
- Lectern with microphone
- Laser pointer
- Laptop with Windows operating system (English)
- Remote control for PowerPoint

### Scientific Programme:

The overview of the scientific programme can be found in the [Conference Session Planner](#).

## **Presentation Guidelines:**

### **Presentation Format**

Please use Microsoft PowerPoint 2016 or newer (\*.ppt or \*.pptx), OpenOffice/LibreOffice Impress, PREZI or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt- or .pptx format and not .pps or ppsx.

All presentations will be presented on 16:9 screens.

Please use high contrast lettering, fonts with a minimum size of 16pt, and high contrast layouts, like light text on dark backgrounds.

You can use our [PowerPoint template](#) to create your presentation. Please dedicate the second slide of your presentation to conflict-of-interest disclosure.

### **Pictures**

- JPG images are the preferred file format for inserted images.

- GIF, TIF or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. Applying a picture resolution of between 72 and 200 dpi is sufficient. Bigger files would only increase the file size of your presentation. The maximum file size of images should not exceed 250KBytes.

### **Movies / Videos**

Because of the wide variety of video formats available, support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.

Movies or videos that require additional reading or projection equipment will not be accepted.

### **Fonts**

Only fonts included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout / and formatting of your presentation.

Suggested fonts: Arial, Tahoma, Calibri.

If you must use different fonts, these must be embedded into your presentation.

### **Transfer of your Presentation**

Please submit your presentation to the Speaker Preview Room using a USB memory stick.

- Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location.

The conference staff will transfer your presentation from the Speaker Preview Room to the corresponding session rooms. You will find your presentation on the laptop (on the lectern) in your session room.

In the event that you have more than one presentation during the conference, kindly save the different presentations in different folders and name them clearly to avoid any on-site misunderstandings and problems.

Always make a backup copy of your presentation(s) and all associated files and save them on a separate portable medium.

## **Other Information**

- You can control/move slides during your presentation by remote control PowerPoint - please check this in the Speaker Preview Room in advance.
- Kindly be at the session room **10 minutes before** the session starts to meet the moderator of your session and familiarise yourself with the technical and other equipment.

Using your own laptop for your presentation is not possible.

All speakers are requested to adhere to the timings set for their presentations.

## **PowerPoint Presentations available after the conference on the ECFS website**

ECFS will provide online access to presentations made at the conference to ECFS members. This method will allow the ECFS to extend the reach of the specialised educational content provided by our speakers.

If you agree, your PowerPoint Presentation will be accessible **in PDF format only** directly from the ECFS website: [www.ecfs.eu](http://www.ecfs.eu) (for ECFS members only).

You will be asked to fill out a Consent Form in the Speaker Preview Room indicating if you agree to have your presentation available on the website after the conference.

## **Webcast of sessions**

ECFS will organise webcasts of conference sessions.

After the Conference, a limited number of webcasts will be selected for access to registered users on the ECFS Education platform. This will allow the ECFS to extend the reach of the specialised educational content provided by our speakers.

If you agree to be filmed, please mark your consent on the authorisation form that will be submitted to you at the Speaker Preview Room.

Once more, we would like to thank you for your contribution to a successful conference in Lisbon.

Please do not hesitate to contact us for further questions.

With kind regards,

## **Your ECFS 2026 Secretariat**

49th European Cystic Fibrosis Conference

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