

Speakers & Chairs Guidelines

Thank you for reading carefully the instructions below to effectively prepare your participation in the 2018 World Cancer Congress.

REQUIRED PRESENTATION FORMAT

As a speaker you may use PowerPoint as part of your presentation. The format of the presentation must be 16:9 Horizontal. Please click [HERE](#) for instructions on how to set-up this format.

We highly recommend that you limit the number of slides and avoid heavy texts in the slides to facilitate the interaction with the audience.

All presentations must include the following elements:

- Title and author name at the top of the first slide
- Disclosure of any conflict of interest which could have an influence on your presentation

Please download a presentation by clicking [HERE](#). Please bear in mind that that you are free to modify the template by adding your organisation's logo and/or background graphics as desired, or simply use your own presentation as long as you respect the **16:9 Horizontal**.

The information included in your presentation should reflect the content of the original session submission.

E-UPLOADING YOUR PRESENTATION

All presenters with PowerPoint presentations will have to upload their completed presentations, before their session. An upload platform will be live from September 3rd to September 28th. An email including platform link and access codes to proceed will be sent to all presenters from September 3rd.

Once you have uploaded your file, our technicians will check and ensure that the file can be read, and complies with the above guidelines. Once this check is completed, you will receive a confirmation email.

After September 28th, presentations will have to be uploaded on Congress site at the Speaker Service Centre, minimum 90mins before the session starts.

SPEAKER SERVICE CENTRE

The Speakers service centre is located in room 401, level 4th of the Kuala Lumpur Convention Centre (KLCC), and will be open as per the below schedule :

- 01/10 - 15:00 – 20:00
- 02/10 - 08:00 – 18:00
- 03/10 - 08:00 – 18:00
- 04/10 - 08:00 – 16:00

If you are unable to upload your presentation online before 28 September 2018, 18:00 (GMT +1), or if you want to modify your presentation previously uploaded, you will be able to (re)-upload your file(s) directly onsite at the Speaker Service Centre.

To upload or modify your presentations onsite, all presentations must be received on a USB key at least 90 minutes before the start of the session.

Please note that there is a large amount of presentations and the Speaker Service Centre may get very busy onsite. We would therefore recommend you to upload your presentation online before 28 September 2018.

The access to the Speaker Service Centre will be restricted, and your badge will be checked at the entrance.

ROLE OF THE SESSION CHAIR

The Session Chair plays a key role during the session including the roles below:

- Introduce the session topic and the different speakers (name, position, background...)
- Make sure the predefined time of the presentation is respected by informing the speakers when their presentations are too long and save time for the 10-15min Q&A with the audience.
- Manage the Q&A by selecting the questions

A short form will be distributed to all session chairs to report some essential information regarding the session. The chair will be asked to give us indication on the occupancy rate at the beginning and the end of the session, if the session started and finished on time, if some of the speakers declared a conflict of interest and finally if all speakers were present for the session.

Special master class for Chairs '15 Ways to Engage Your Participants'

- When: Monday 1 October from 17h to 18h00
- Where: room 407, level 4 of the Kuala Lumpur Convention Centre

Almost all Conference Sessions have better outcomes if participants are *activated*. The word says it: they are *participants* and should not be a passive audience. Another word for those participants' state of mind is engagement.

In this session, you have the opportunity to work on ways to engage your session's participants.

UICC's *Chief Networking Officer* Mike van der Vijver will share his insights on facilitation, moderation and content analysis in a fast-paced and interactive Master Class.

Suitable for both new and seasoned presenters because the solutions will be based on your needs! For existing as well as for new presentations.

PREPARE YOUR PRESENTATION

The audience will be in majority English speaking but English may not be their main language, therefore we recommend that you articulate clearly with the best English possible.

We also highly recommend to rehearse in order to respect the time allocated for your presentation as discussed with your session organiser.

Since the majority of the sessions gather speakers from different organisations who sometimes don't know each other, we recommend that you find some time before your presentation to meet with your fellow presenters to prepare your session.

We would be grateful if you could be present in front of the room at least 10 minutes before the start of the session, so you can familiarize yourself with the room.

OPPORTUNITIES TO MAKE CONNECTIONS

To facilitate connections and interactions, UICC has set up dedicated tools through its Congress smart phone application that will enable you to connect more effectively with other delegates:

- Through the Congress Smartphone application or the Congress website, delegates will be able to access the daily programme, including all sessions and abstracts. This year there will be no printed programme
- The app has an e-networking feature that enables you to find and contact any other delegate with similar interests. You are encouraged to use it to schedule meetings onsite, so you can discuss your work with a targeted audience with common interests and/or area or work.
- To maximise your visibility on the App, we recommend uploading your photo and your bio on your

registration profile.

For more information about the Congress Smartphone App, look out for the monthly Congress e-newsletter and regularly visit the Congress website. All delegates are highly recommended to use these tools to maximise their participation at the Congress.