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SECEC-ESSSE CONGRESS

EUROPEAN SOCIETY FOR SURGERY OF THE SHOULDER AND THE ELBOW

DUBLIN • IRELAND 7-9 September 2022

GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND ABSTRACT PRESENTERS

All speakers have to deliver their talk before the start of their session to the Speakers' Preview Room.

The Speakers' Preview Room will be located on the first Floor, at Liffey Meeting Room 1.

Opening Hours Speakers' Preview Room:

Tuesday, September 6th 2022	15.00-19.00
Wednesday, September 7th 2022	06.45-18.00
Thursday, September 8th 2022	06.45-18.00
Friday, September 9th 2022	06.45-13.00

IF YOU ARE A MODERATOR:

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session. We remind you that speakers need to strictly observe the time schedule.

Microphones for discussants will be available in each session room. Participants - Audience in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin.

IF YOU ARE A SPEAKER IN A SESSION:

Presentations must be prepared ONLY in PowerPoint and provided on a USB-removable drive.

Speakers should deliver and view/check their PowerPoint presentations at the Speakers' Preview Room at least 2 hours prior to the beginning of the respective session for organizational reasons.

For ICLs, the PowerPoint presentations should be delivered the previous day.

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.

Technical staff will be available in the Speakers' Preview Room to assist you with loading your presentation.

Presentations will be transferred from server to the session room electronically.

Speakers are not permitted to bring PowerPoint presentations directly to the technical staff in the lecture halls.

The use of personal laptops for presentations in the session is strictly prohibited.

Protection of copyright will be guaranteed.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session.