

GUIDELINES FOR SHORT ORAL ABSTRACT PRESENTERS

Please find below important information regarding your oral abstract presentation, including relevant specifications, tips and guidelines to follow. For any queries, please contact the Conference Secretariat at scientific@theunion.org



Photo credit: Marcus Rose

Relevant Specifications

- Each person is allocated 6 minutes presentation time.
- All presenters must prepare a powerpoint of a maximum of four slides, excluding the cover slide.

Presentation Sessions

- Presenting authors must go to the Speakers' Room at least two hours before their presentation in order to upload their slides. All presentations must be uploaded before the session and may not be brought to the presentation room on a USB drive.
- Presenters must arrive to the allocated session room at least 10 minutes prior to its start to introduce themselves to the session chair, ensure their slides have been correctly uploaded and discuss any questions pertaining to the available equipment and room set-up.

Additional Tips

- Presentation slides should be clear, well-organised, informative and concise.
- Text should be large enough to be visible from the back of the room when projected.
- Speakers must be mindful and respectful of their allocated 6 minute time slot and not exceed the time constraints.

General Information

- Authors must present the data and information as it appears in their accepted abstract.
- Authors must bring their acceptance letter with them to the conference. This letter contains relevant information regarding the abstract, the session to which the abstract is allocated and the presentation date and time.
- Any author unable to present their oral abstract must notify The Union at least one month before the date of presentation by emailing scientific@theunion.org.
- Authors who fail to inform The Union of a cancellation will be barred from submitting abstracts for two years following and their submission will be removed from the Abstract Book.
- The Union is committed to promoting patient-centred, non-stigmatising language in all materials and therefore requests that authors follow the guidelines laid out in the Stop TB Partnership's publication, Suggested Language and Usage for Tuberculosis Care, Communications and Publications.
- It is strictly forbidden to present abstracts whose content is to be published or publicly presented before presentation at the 48th Union World Conference.