ORAL PRESENTATION INSTRUCTION

- **Length of the presentation**
  - please see THE PROGRAMME for exact timing
- **Format of the presentation:** PPTX (PowerPoint) or PDF, 16:9 format
- **Upload your presentation through the Conference platform or in the Speaker Ready Room; Room 1.13** *(1st floor)*
- **Presentation template with COI**

Preparing your presentation

- Please prepare your presentation in **16:9 format** (screen are in format ratio 16:9).
- We recommend you save your PowerPoint presentation using PPTX format or PDF.
- Please include **Conflict of Interest Disclosure** in your presentation (included also in our **template**).

Images / Videos

- **JPG is the most frequently used format and preferred format.**
- GIF, TIF, BMP and PNG are also accepted.
- To display images in a good quality during presentation, a resolution of up to 250 dpi is sufficient. Higher image resolution only increases the file size and does not make the image look sharper on the screen. Please compress the images in your presentation to the recommended resolution.
- **If your presentation contains a video, please come to the Speaker Ready Room earlier so that we can test whether your video format is compatible with our software and whether the video has been inserted correctly.**

Presentation Template

The intro and background template slides are available **HERE**. It is not mandatory to use them for the presentation(s).

GUARANT International spol. s r.o. Českomoravská 19 | 190 00 Prague 9 | Czech Republic
+420 284 001 444 woncaworld2025@guarant.cz

woncaworld2025
www.**woncaworld2025**.org

„New vision for primary health care and sustainable development"

Uploading your presentation

On-line (before the Conference)

- Upload your presentation directly to the **PLATFORM**.

- After logging in (top right corner) using the same email, you have used for the registration, visit the "Personal Page"
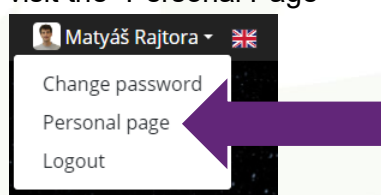
- To upload your presentation(s), click on "**Upload presentation**".

- Select your presentation file from your computer and upload it (**the size** of the presentation must be no larger than 200 MB).

- Supported file types are PPTX, PDF and MP4 video *(older versions of PowerPoint PPT are not supported; In case you have saved your presentation in an older version of PowerPoint PPT, please save it again in the new PPTX version. This is possible with newer versions of MS PowerPoint 2013 and above.*

- Deadline for online submission of the presentation: **10 September 2025**.
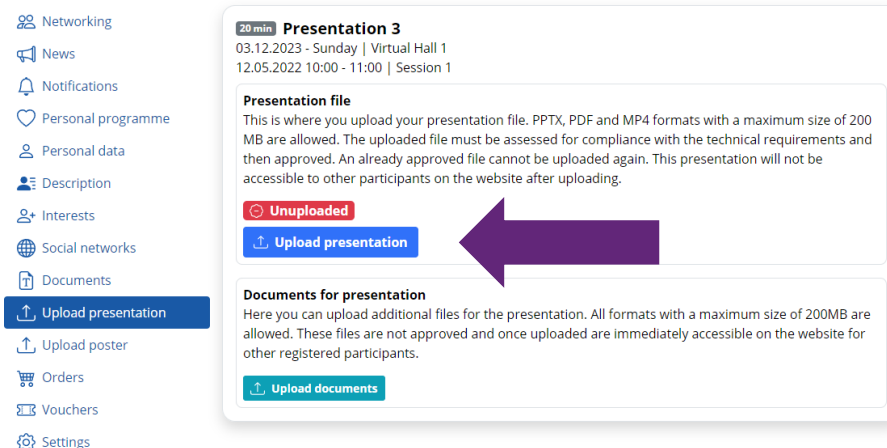
- Your presentation can be re-uploaded whenever you make any changes in it. However always arrive at the Speaker Ready Room early and check with the technical support that your presentation is successfully uploaded. You can of course re-upload it on-site as well.

In case of problems, contact technical support at the following e-mail address – barac@guarant.cz

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On-site

- All presentations must be uploaded in "**Speaker Ready Room"; Room 1.13** (1st floor) and **at least 30 minutes in advance of your session**.

- We kindly ask you to bring your presentation on USB memory stick or External hard drive (USB-A/USB-C) to the Speaker Ready Room where the technicians will upload the presentation into the system.

Opening hours

Tuesday, 16 September 2025	07:30-18:00
Wednesday, 17 September 2025	08:00-19:00
Thursday, 18 September 2025	07:30-18:00
Friday, 19 September 2025	08:00-18:00
Saturday, 20 September 2025	08:00-18:00
Sunday, 21 September 2025	08:00-13:00

Giving a lecture and AV equipment

- All session halls are equipped with standard PowerPoint presentation facilities/ AV items.
  - Screen + Data projector or Plasma screen
  - Presenter/ Remote control/ Laser pointer
  - Microphone(s) + Sound system
  - Notebook (placed on the lectern) with presentation system (connected to the Speaker Ready Room)
  - Comfort (preview) monitors
  - Timer

Other information

- A technician is available in every session room to provide assistance when needed.

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- Please be present in the session room 15 minutes prior the start of your session and follow the instructions from the Chairs and/or technician. During your presentation a remote control will be available for controlling your presentation.

- **Please observe the time allotted to you** as you will not be permitted to speak for longer time. Additional minutes is reserved for discussion.

- **Please be informed that presenting from your personal computer is not permitted unless it is inevitable.** All presentation/ videos must be uploaded into the system in the Speaker Ready Room located in the **Room 1.13** *(1st floor)*

- Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.

- At the end of the Congress, all presentations will be deleted from the presentation system and computers on-site.

- **All the information provided in a presentation is the full responsibility of the author.**

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# HOW TO WORK WITH THE WONCA WORLD CONFERENCE PLATFORM

Important information

- Visit the congress platform available here: https://woncaworld2025.gcon.me/page/home

- Log in to the platform (top right corner) using the same email, you have used for the registration.

- Upload your presentation and manage your personal page.

Logging in to the platform

- In the top right corner – select **Login.**
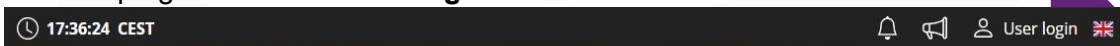
- The first time you log in, you will be asked to enter the password. This password is sent automatically once you enter the correct email address you have used for the registration *(the password can be changed later in your personal page)*.
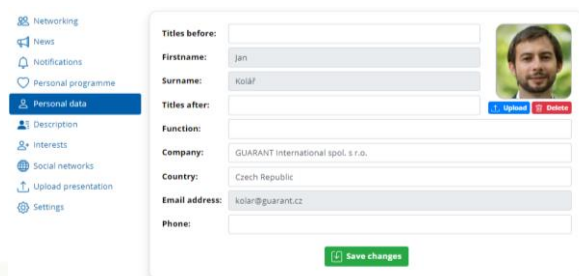
Personal Page

- After logging in you can **manage your profile** under the field with your name called "Personal page".
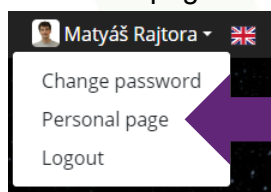
- Please fill in your personal profile and upload your photo.

- On your personal page, you can find:
  - o Personal Info
  - o Networking

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- o News, Notifications

- o Personal Programme

- o Presentation upload

- o Certificates

Networking

- The "Networking" function enables you to communicate with other speakers and participants.

- Using Networking:

  - o You can access Networking by clicking at the "envelope" icon in the top right corner of the screen.

  - o You can then search for speakers or participants and send them a message.

  - o Feel free to use the platform and communicate with other speakers even in advance before the conference.

  - o If you don't want to receive any messages, you can turn off the networking feature in your profile settings.

- We don't share any contact details or personal information; communication is managed only through the WONCA Europe Conference Platform.

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