

# GUIDELINES FOR SPEAKER PRESENTATIONS

## Preparing Your Presentation

1. Presentations must be given in **English**, the official language of the congress. No translation will be available.
2. The length of **time allotted** for each presentation depends on the overall length of the session and the number of speakers in the session. Please consider your timing carefully. Structure your presentation so that you present the main points and allow sufficient time for questions and discussions.
3. **In compliance with CME requirements, all speakers must include a slide disclosing conflicts of interest** at the beginning of their presentation. If you have nothing to disclose, this slide must be included, indicating “nothing to disclose”.
4. Please ensure that the **following requirements ensuring independence, balance and scientific rigour** are met as you prepare and carry out your presentation:
  - All speakers are required to uphold the highest standards of professionalism and ethical conduct.
  - Content must provide objective information based on scientific methods generally accepted in the medical community, and be free of commercial bias.
  - Data presented should be up to date.
  - Use of generic names will contribute to impartiality. If the presentation requires trade names, trade names from several companies should be used where available. It is not permitted to use industry logos or brand names in your presentation.
5. Remember, **the three rules of effective presentation** are:
  - i. Introduce your topic and inform your audience about what your intended topic.
  - ii. Deliver your talk, including the methods, results and conclusions.
  - iii. Summarise the most important points of your lecture for the audience.
  - iv. Please explain any acronyms used in your presentation as well as your visuals for the benefit of all attendees.

## Recording Your Presentation

1. Make sure that you have **good lighting**, particularly in front of you; avoid having a window or bright light behind you.
2. If possible, **connect directly to your internet source** using an ethernet cable, rather than using Wi-Fi.
3. **Test the sound on your computer and test your camera**, to make sure they are of high enough quality.
4. Ideally, **use a headset** connected to your computer, to reduce ambient noise and improve your audio.
5. **Close all applications and windows on your computer**, including your e-mail, except for your PowerPoint presentation.
6. **Your presentation should be in an MP4 video format.** Presentations in other formats will not be accepted.

## Post-Recording & Submitting your Presentation

1. Ensure your presentation **does not exceed the allotted time for talks within your session**; any recordings which exceed the time limit will be returned to the speaker.
2. **Check sound and video quality.**
3. Ensure presentation, slides, videos, etc. are of **good quality** and are **clear and legible**.
4. In order to have sufficient time to check functionality and technical aspects, all presentations must be received by the Congress Secretariat in advance. **Please send your completed video to [naec@epilepsycongress.org](mailto:naec@epilepsycongress.org) no later than **Monday, 11 April**.**

## Your Session

**Each speaker will be required to be available for a live Q&A at the end of the session.**

1. Log into the platform **15 minutes before the start of the session**. A link will be sent to you by the Congress Secretariat – this link is individual to you; please do not share it.
2. A **preparation meeting** will begin 15 minutes before the session is due to start and end 5 minutes prior to the scheduled start time. Please note that this is a time for all speakers to gather to make sure that everyone is ready to go; it is not intended to be a rehearsal.
3. **Technical assistance** will be available during the session, if required.

## Permissions, Copyright and the Use of Your Files

### Permissions

1. It is the responsibility of each speaker to ensure that s/he has the necessary **permissions for any third-party material** included in the presentation. You must have obtained all of the necessary rights and permission to use all third-party content in the recording and materials (e.g. music, video clips, photographs, texts, images) and to grant the ILAE the permission to record this content.
2. **Sessions will be recorded and made available to registered delegates.** In addition, recordings may be made publicly available for other educational purposes. To that end, it is essential that both you and the ILAE have the necessary rights and protections to continue to benefit from your presentation.
3. **If you do not have the necessary right to use any third-party material, you must not include it** in the presentation and in the materials.

4. The ILAE may broadcast, display, reproduce, edit, exhibit and/or distribute the recording of your presentation, in audio and/or video format, and/or any derivative works created from or with it, for other educational purposes, and **the ILAE retains the discretion to choose whether to archive the footage, and whether to use it for any other purpose.**
5. A single file with your presentation is created on the server; no copy is made except for technical back-ups. At the end of the meeting, these files are destroyed.

### Copyright

6. **The ILAE will hold the copyright to the recording** and will have the option to continue to use the recording and materials. In addition to creating an archive copy for educational purposes, possible uses of the recording include, but are not limited to, inclusion in ILAE websites, social media, the creation of CDs or DVDs, and delivery to the public via distribution partners. The recording and materials may be captured and delivered in any media, format, and form of distribution, including, without limitation, broadcasting and live streaming.
7. **The ILAE does not own the copyright for your presentation or abstract.** The ILAE owns the copyright for all its publications, the congress website, the congress platform, the congress app.
8. **Please understand that there is nothing in these Guidelines requiring you to give your ideas or copyright to the ILAE.** You will retain all of your intellectual property rights to the presentation, material or content presented by you that are captured in the recording.

## Requirements for Consent for the Use of Images and Recordings

### Consent Overview

You must:

- Give patients the information they want or need to know about the purpose of the recording
- Make/use recordings only where you have appropriate consent or other valid reason for doing so
- Ensure that patients are under no pressure to give their consent for the recording to be made
- Stop the recording if the patient asks, or if it is having an adverse effect on the consultation/ treatment
- Ensure that the recording does not compromise patients' privacy or dignity
- Make appropriate secure arrangements for storing recordings

A patient's *implied consent* is sufficient when collecting, using or disclosing an individual's personal health information to provide healthcare within the circle of care, for example to monitor disease, etc. However, a patient's *express consent* must generally be obtained when you share their personal information for purposes other than providing healthcare, such as at a medical congress.

What should be included in the informed consent discussion for the use of photographs, video and audio for educational purposes?

If you intend to use clinical recordings of a patient, particularly for educational reasons, you should consider discussing the following with the patient:

- the reasons for taking the photographs or video
- what will be photographed or recorded, for example, what anatomy or aspect of the disease
- whether the patient will be identifiable
- the possible purposes or applications
- who may be authorised to access the photographs or video, and in what context
- the patient's right to refuse, withdraw, or modify consent
- Patients should not feel pressured, and the discussion should be documented in their medical records.

Does public access to the educational programme affect the need for express consent?

It is important to advise patients who will likely have authorised access to the photographs, videos, or audio, and where they may be published. For example, patients should be advised if these will be published on the internet.

Be alert to any personal identifiers

When patients consent to the use of their anonymous photograph or video for educational purposes, you should remove any personal identifiers to protect patient confidentiality. You should remove the patient's name (including any identifying data attached to the digital photograph, video or audio, such as the name on the electronic file) and other identifying information (such as age, gender, patient history, etc.).

*Physicians practising in a hospital or institution should be aware of the organisation's policies or procedures for taking photographs, video and audio.*

## **Anonymity**

Patients' photographs, videos and audio should be treated as their personal health information. This is especially so if these depict sensitive or private parts of the body or include items that could identify the patient, such as a birthmark, a ring, the face, or a unique anatomical feature.

**If you have any questions regarding your presentation, please contact**

**[naec@epilepsycongress.org](mailto:naec@epilepsycongress.org)**