

# 11<sup>th</sup> Fragility Fracture Network Global Congress 2023



3-6 October 2023 ▪ Oslo, Norway

Dear colleague,

Thank you for your valuable scientific contribution to the **11<sup>th</sup> FFN Global Congress to be held in Oslo from 3-6 October 2023**, with Pre-Congress Day on 3 October 2023.

We really look forward to seeing you in Oslo!

Below follows the instructions for oral presentations.

## Congress participation

- All presenters are required to register and pay for the Congress. Please register via the website: <https://www.ksci.no/events/11th-ffn-global-conference-2023-norway/>
- Please remember that you committed yourself to participation when you submitted your abstract, however, if you are unable to attend, please email Kristin Solstad, the PCO ASAP at [kristin@ksci.no](mailto:kristin@ksci.no)
- We will assume that the person who has submitted the abstract is also the presenter, please notify us as soon as possible if that is not the case
- Onsite at the Congress please visit the registration kiosks/desk on your left hand side when you first arrive at the venue and collect your name badge and lanyard. From there you will be directed to the Speaker Preview Room to check in with the technicians (up the stairs to the left, and left again)

## Preparation of presentation

- Please note the time allocated for your presentation is **5 minutes and an additional 2 minutes for questions/discussion**
- Please note that the presentation must be completed in **Microsoft PowerPoint**. Please pay extra attention to animations and videos if you are using PowerPoint for Mac, especially if it is a not so new version. You may have to convert your file to PC format.
- **Format of presentation is 16:9**
- You should include funding and potential conflicts of interest (COI) on the second slide. Please use the attached slides template if you find it useful.
- Please note that the Congress language is English. All presentations must be made in English

## At the Congress

- Presenters are required to bring their presentation on a USB stick to the Congress
- Please load and check your presentation at least 1 hour prior to session start
- The use of your own computers is not possible

## Session details

- Please assemble in your session room at least 10 minutes prior to the start of the session. This will allow time for your Chair to liaise with the speakers, and you to familiarize yourself with the technical set-up and other arrangements
- Please visit the Congress website well ahead of time to confirm details of your session in the Congress Program. The Program is subject to change so please ensure you check regularly. When released, you will also be able to see this on the Congress app
- Please rehearse your presentation with your slides in advance to ensure your presentation fits with the allotted time
- Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to. Your Chair will time your presentation and provide you with a warning at 1 minute remaining and when time is up
- Should one of the presenters in your session not be present, the program running order will be maintained. This will allow participants to move between sessions to attend presentations at their scheduled times

**Thank you for your help in making the FFN Global Congress 2023 a success!**

## Tips for an effective and simple presentation

1. Use big letters. A good way to know if the size of the font is correct is to try to read the screen 2 meters away
2. Make it simple
  - a. Do NOT use too many **colors**, ~~font types~~ and styles
  - b. Do NOT use too many animations and effects
3. 6x7 rule
  - a. Do NOT use more than 6 rows per slide. Do NOT use more than 7 words per line
4. Remember – there is no need to READ everything that is written or write everything that is going to be said
5. Try to use photos or images of high quality
6. Do NOT use an excessive amount of images, charts and schemes on each slide
7. If you are going to use embedded videos, make sure that the following is given:
  - a. Use video format as standard as possible (WMV, MOV, MP4)
  - b. Use video sizes that do not greatly exceed the resolution of the presentation
  - c. Bring a copy of the videos along with your presentation
  - d. Copy the videos in the same folder as the presentation

Everyone processes information differently; however, we encourage you to follow the tips because of the below reasons:

- 90% of the information processed by the brain is visual
- The human brain processes images 60,000 times faster than text
- Your audience is six times more likely to recall what you have presented
- 80% of people will remember what they see as opposed to 10% of that they hear and 20% of that they read
- You can do this by creating diagrams, using a graph, including infographics, using photography and icons, or using a hero image with a statement, quote or idea