

11th Fragility Fracture Network Global Congress 2023



3-6 October 2023 ▪ Oslo, Norway

Dear Colleague,

Thank your participation in the **FFN Global Congress to be held in Oslo from 3-6 October 2023**, with Pre-Congress Day on 3 October 2023.

You get this information because you are a speaker and/or chair at the congress.

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/>

Preparation of presentation

- 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 feel free to use the attached slide template if you find it useful
- Please note that the Congress language is English. All presentations must be made in English

At the Congress

- Onsite at the Congress please visit the registration kiosks/desk when you first arrive and collect your name badge and lanyard. From there you will be directed to the **Speaker Preview Room** to check in with the technicians
- 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 private computers is not possible

Interaction with the audience through the Congress app

- The Congress app provides possibilities for **Poll, Quiz, Word Cloud and Q&A** in each session
- Please let us know **at least one week in advance** if you will use the Congress app for interaction with your audience so the technicians can arrange this for you
- Send your questions for the poll/quiz to kristin@ksci.no
- After the session the answers from the audience will be available for you in an excel sheet if pre-specified

Session details

- Please assemble in your session room at least 10 minutes prior to the start of the session. This will allow time for Chairs to liaise with the Speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation
- It will be possible for the audience to ask questions during the presentations using the Q&A function in the Congress app

For session Chairs

- In Sal A and B there will be a technician available continuously. Sal C and D will be served partly by an ambulant technician. A phone number for the technician will be available on your desk
- In Sal D, the recording will be done from the computer used by the presenter. A technician will help with this, but please help make sure that the recording is started at the beginning of the session and stopped when the session ends. In Sal A-B-C there will be designated recording equipment and cameras controlled by the technician
- There will be a written instruction (printed on paper) available on site with special information and program for the session you are chairing
- It is possible for the audience to ask questions through the Congress app. You will get help from a technician for this. There will be no live streaming, hence no interaction with the virtual delegates during the sessions

Pre-Congress Day

- There will be no Speaker Preview Room for the Pre-Congress Day, so please bring your presentation on a USB stick and upload directly to the computer in the room where you are going to speak, in a break or before the program starts
- There will be ambulatory technicians available for the parallel sessions and a resident technician for the plenary session

We really look forward to seeing you in Oslo!