



GUIDELINES FOR NON-ATTENDING SPEAKERS

1. Format Requirements

- Please submit a **pre-recorded video** (MP4 format preferred).
 - Recommended resolution: **1080p (Full HD)**.
 - Ensure **clear and high-quality audio** throughout the recording.
 - All video content must be **embedded within the presentation**.
 - Use a **16:9 screen format**.
 - Include a **mandatory Conflict of Interest slide**.
 - Prepare your presentation using a **recent version of Microsoft PowerPoint (Microsoft 365 / 2019 / 2021)**.
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2. Content Structure

Your presentation should include:

- **Title slide** (including authors and affiliations)
- **Disclosure / Conflict of Interest slide**
- **Main content**
- **Conclusion**

Please ensure that you **strictly respect the allocated time**, as longer videos may not be accepted.

3. Submission Instructions

- **Deadline:** Thursday, 16 April 2026
 - **Submission method:** Upload your file via WeTransfer and send it to **surgery@iss-sic.com**
 - **File naming format:** *Session_LastName_FirstName.mp4*
 - Additionally, please include a **short biography**
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4. During the Congress

- Your video will be **played during the session**
- There will be **no live presentation**
- **No live Q&A session** will take place



5. Presentation Design & Delivery

Slide Preparation

- Plan and structure your presentation clearly.
- Avoid unexplained abbreviations or technical jargon.
- Use **simple, consistent color schemes**.
- Limit content to a **maximum of 6 bullet points per slide**.
- Prefer **visuals (graphs, images)** over dense text whenever possible.

6. How to Create Your Video Presentation

Step 1: Check Requirements

- Ensure you are using a **recent version of PowerPoint**.
- Confirm that your **webcam and microphone** are properly connected and working.

Step 2: Record Your Presentation

1. Open your presentation in PowerPoint.
2. Go to the **“Record”** tab (enable it via *Options* → *Customize Ribbon* if needed).
3. Select and test your **microphone** and activate your **camera**.
4. Click **Record** → **From Beginning** (or *From Current Slide*).
5. Deliver your presentation in full screen, speaking clearly and advancing slides as needed.
6. Click **Stop** (or press *Esc*) when finished.

PowerPoint will automatically save your **timings, narration, and video**.

Step 3: Export as MP4

1. Go to **File** → **Export** → **Create a Video**.
2. Choose **Full HD** (or higher if required).
3. Select **“Use Recorded Timings and Narrations”**.
4. Click **Create Video**, choose a location, and save your file as **.mp4**.



Step 4: Upload Your Video

- Upload your final MP4 file via **WeTransfer** to **surgery@iss-sic.com**.

Step 5: Test Your Recording

Before final submission, we strongly recommend a short test:

- Check **audio clarity and volume**
- Ensure proper **camera framing and lighting**
- Confirm the video plays correctly on another device

7. Effective Presentation Structure

1. Clearly introduce your **topic and objectives**
2. Present your **methods, results, and conclusions**
3. Summarize **key take-home messages**

Final Note

Your slides should **support your message—not compete with it**. Clear delivery, good pacing, and confident presentation style will significantly enhance audience engagement and understanding.