



Dear ESPO Speaker,

We look forward to welcoming you to ESPO 2023 taking place from 20th to 23rd May in the ACC, Liverpool, UK.

Presentations should be prepared on **MS Powerpoint – format 16:9**

Video files should be in **.mp4 format**.

If you are working off a MAC you can connect via HDMI at the lectern. Please bring any adapters you may need, and some adaptors require the laptop charger to be present too.

Please come to speaker preview to let the team know what to expect, and they can set a time to test before your talk.

Please provide your presentation in English, saved on a USB memory device and bring it with you to the congress.

The Speaker Preview Room is located on the upper level of the ACC (**Room 13**). A technician will upload your presentation and you will be advised to carry out a test to check whether all slides appear properly. The AV technician will upload your presentation to the relevant hall in which you are speaking in.

Speakers are requested to present their materials **at least two hours in advance of the start of the session**.

Speaker Preview Room Opening Hours

Saturday, 20th May	14.00 – 19.00
Sunday, 21st May	07.30 – 17.30
Monday, 22nd May	07.30 – 17.30
Tuesday, 23rd May	07.30 – 12.00

The moderator of your session should have been in touch with you in relation to the running order and format of your session.



ESPO Junior Award

There will be prizes of 1st, 2nd and 3rd place awarded to the best free paper oral presentation which is sponsored by ESPO (these will be scored by the ESPO Standing Scientific Committee).

There will be no recording of sessions.

Q&A can be facilitated through handheld mics in the rooms or through the App (login details were sent to you in a final confirmation on Monday, 15th May).

Please bring your mobile phone with you as the Q&A online feature will have to be accessed through the App (please find guidelines attached and below):

LOGIN (details were sent to you in final confirmation) → CLICK INTO AGENDA
→ CLICK INTO THE SESSION YOU ARE SPEAKING IN →
CLICK INTO Q&A (all questions typed in by the audience will appear here and the moderator can ask the speakers the most relevant questions (you (as speaker) can also keep an eye on the questions coming in here); note that you might have to refresh the App from time to time if questions are not appearing or audience might prefer to use the available mics to ask the questions live.

The final programme and room allocations can be viewed on the App or on our website here: <https://www.espo2023.org/programme>

We look forward to welcoming you to Liverpool next week.

Kind Regards,

ESPO 2023 Congress Secretariat

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