

15th Annual Congress Advancing Dysphagia Care: Innovations and Best Practices

7 - 11 October 2025 | Athens, Greece

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EUROPEAN
SOCIETY FOR
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TECHNICAL REQUIREMENTS FOR SPEAKERS

- To facilitate the delivery of your presentation, you **will receive instructions** on how to **upload** it to the **Speaker Preview Network** in a separate email.
- To ensure proper display on the venue's computers, it is mandatory for you to visit the **Speaker Preview Room** well in advance of your talk. Our staff will **check** your presentation together with you to ensure it appears as expected.
- Alternatively, speakers can also **bring** their presentations on a **USB stick to the Speaker Preview Room** at least one day before their talk. **Technicians will handle compatibility checks and will upload it to the Speaker Preview Network.**

Important: No presentations from personal devices or USB memory sticks will be accepted in the session room.

Speaker preview room

Opening hours of the Speaker preview room

8 October: 17:00 - 19:00

11 October:

08:30 - 16:00

9 & 10 October: 08:00 - 18:00

Presentation guidelines:

- All presentations are held **on a PC running Windows. Accept format *.ppsx and PDF**
- How to save your presentation as a .ppsx file**
 - Open your PowerPoint presentation. Go to the "File" menu and select "Save As."
 - From the dropdown menu at the bottom of the dialog box, select "PowerPoint Show (*.ppsx)" as the file format.

A .ppsx file opens directly as a slideshow without entering PowerPoint edit mode. Media files, such as images and videos, are embedded, ensuring playback inclusion.

- Please keep **presentations below 70 megabytes (MB)** to ensure smooth handling and minimize logistical challenges. Larger files may cause delays and impact onsite logistics.

How to reduce the size of your presentation: https://www.youtube.com/watch?v=tzkXL6_tMDs

- Speakers are encouraged to compress PDF and PPSX files, especially by compressing images, to reduce file size.
- Slides should be **formatted for '16:9' ratio** within the 'Design' menu of Microsoft PowerPoint.
- We recommend you to [download here](#) the **Speakers Template**. However, you are free to use your own template.
- Graphics, tables, and text** should be of sufficient size to be clearly **visible** at distance.
- Choose Microsoft Office-supported fonts for your presentation.** Only fonts included in the basic MS-Windows installation (English version) are available. Using other fonts can affect your presentation's layout/style. Suggested fonts: **Arial, Times New Roman.**
- It is best to **avoid complicated slide transitions**.
- Laptops support various **movie files** (VLC, Windows Media Player), but **.mp4** files are the most reliable.

Room Audiovisual equipment & support

- All rooms will be equipped with a screen, a beamer, a laptop and internet connection.
- There will be one person helping in the room for any technical support needed.