



EORNA 2026 | Guidelines for Oral Presenters

SPEAKER PREVIEW ROOM

The Speaker Preview Room is located on the ground floor of the Sheraton in the "Game Room".

The facilities in the Speaker Preview Room of the EORNA Congress will provide the possibility to:

- upload your PowerPoint presentation, so it will be shared at your assigned session room
- review your PowerPoint presentation
- make last-minute alterations to your PowerPoint presentation
- receive support from technical staff

To enable the staff to handle the technical aspects in an efficient way, all presentations should be prepared according to the guidelines below. It is essential that:

- the correct format is used
- the presentation is uploaded in the Speaker Preview Room at least **two hours prior to your session** (we recommend that you upload your presentation the day before the session in which you will present, if possible).

SPEAKER PREVIEW ROOM OPENING HOURS

14. May | 16:30 – 18:30

15. May | 07:00 – 18:00

16. May | 07:30 – 15:30

SESSION ROOMS

Each session room is equipped with:

- video projector
- lectern (with microphone – headset)
- laser pointer and remote control
- laptop with operating system Windows 11



SCIENTIFIC PROGRAMME

The overview of the scientific programme can be found in the congress website:

<https://www.eorna2026.eu/program-outline/>.

FILMING AND TAKING PICTURES

Filming and taking pictures are forbidden during all sessions. Delegates will be reminded during each session, and this policy will be strictly enforced.

PRESENTATION GUIDELINES

Presentation Format

Please use Microsoft PowerPoint 2016 or later (.ppt or .pptx), OpenOffice/LibreOffice Impress, PREZI or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .ppt- or .pptx-format and not .pps or .ppsx.

If using Adobe PDF, please make sure that the presentation is made in landscape mode.

All presentations will be presented on 16:9 screens. You are welcome to download the EORNA 2026 template from this page: <https://eorna-congress.eu/practical-information/promotion-tools/>

Please use high contrast lettering, fonts with a minimum size of 20pt, and high contrast layouts (light background and dark text).

Pictures

JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. A picture resolution between 72 and 200 dpi is enough. Bigger files would only increase the file size of your presentation. The maximum file size of images should not exceed 250KBytes.

Movies / Videos

Because of the wide variety of video formats available, support cannot be provided for embedded videos in your presentation; please test your presentation on the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties. For any videos made in windows media format WMV, please also have a MPEG-4 version available. Movies or videos that require additional reading or projection equipment will not be accepted.

EORNA 2026 Congress Host
Croatian Operating Room Nurses Association/
CORNA
Hrvatsko društvo operacijskih sestara /HDOS
www.hdos.hr

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Fonts

Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong formatting of your presentation.

Suggested fonts: Arial, Tahoma, Calibri

For any fonts other than those included in the basic installation of MS-Windows 10, please provide font files for installation (they will be installed onto the relevant laptop prior to the speaker's presentation).

Transfer of your Presentation

Please submit your presentation to the Speaker Preview Room using a USB memory stick.

Save all files associated with your presentation (PowerPoint file, movie/video files etc.) to one folder/location.

Always make a backup copy of your presentation(s) and all associated files and save them on a separate portable medium.

The conference staff will transfer your presentation from the Speaker Preview Room to the corresponding session room. You will find your presentation on a screen (on the lectern) in your session room.

Other Information

You can control/move slides during your presentation by using the presentation clicker which will be placed on the lectern.

Kindly be at the session room **15 minutes before** the session starts to meet the moderators of your session and familiarise yourself with the equipment. All speakers are requested to adhere to the time allotted for their presentations.

No personal laptop can be directly connected to the lectern computer as the presentation must be checked beforehand at the Speaker Preview Room.

Please note that there will be NO overhead projectors or slide projectors in any of the session rooms. Should you have problems preparing a PowerPoint presentation, please contact the EORNA Congress Secretariat in advance, so that necessary arrangements can be made.

12TH EORNA CONGRESS
DUBROVNIK · CROATIA
14—16 MAY 2026

THE SYNERGY
OF EXPERTISE AND
KNOWLEDGE



TIPS TO HELP YOU MAKE YOUR PRESENTATION A SUCCESS

- Make your slides as concise as possible by keeping texts short and avoiding too many bullet points
- Keep maximum 1 clear idea or topic per slide
- Provide a new visual every minute
- Use standard Windows fonts only: 24 font size can be read easily
- Try to avoid reading your slides and engage your audience by structuring your presentation with a Proposal, your Evidence, and Call to Action:
- Break your presentation into a series of 3 to 4 minutes segments alternating storytelling and learning

POWERPOINT PRESENTATIONS AVAILABLE AFTER THE CONGRESS

EORNA will provide online access to presentation slides to EORNA members. Oral presenters will be asked to consent to sharing their presentations upon upload at the Speaker Preview Room.

Once more, we would like to thank you for your contribution to a successful congress.

Should you need further information, please do not hesitate to contact the EORNA congress organisation at info@eorna2026.eu.