

Presentation Guidelines



Internet Upload / Early Media Submission

Via your personal congress profile ([click here](#)), you can upload your presentation file(s) to a secure congress server by 10 May 2026.

Arrival in Leipzig / Check-In at the Congress Office

To ensure that the event runs smoothly, please check in at the Congress Office in the Congress Centre OTWorld (CCO) in Hall 3 as soon as you arrive.

Technical Check

The technical check is located at the Congress Office. Presentations previously submitted online can be checked and modified. Specially trained staff will be on hand to assist you.

Opening Hours Congress Office / Technical Check / Media

19 May 2026:	08:00 a.m. to 06:00 p.m.
20/21 May 2026:	08:00 a.m. to 06:00 p.m.
22 May 2026:	08:00 a.m. to 02:30 p.m.

60 minutes before your lecture begins, you should have checked your previously submitted presentation at the Technical Check. Please note that longer waiting times may occur, especially in the morning.

Presentation Formats / Video Files

Only MS PowerPoint presentations (*.ppt, *.pptx) are permitted for this congress. The screen ratio should be 16:9 (landscape format).

Please ensure that all media files used in your MS PowerPoint presentation are included. In particular, video files must be provided as a separate file, unless they are embedded into the presentation – as possible with PowerPoint 2010 or later versions. Video files should be in common formats, such as MP4, MPEG-2, DivX, Xvid, MOV or Windows Media (WMV).

For any questions regarding your presentation, M Events Cross Media GmbH can be contacted at: otworld@m-events.com

Technical Equipment in the Lecture Rooms

All lecture rooms at the CCO (Hall 3) are equipped with a laptop and a data projector. In each room, you can control your lecture using the laptop installed at the speaker's desk

To ensure optimal presentation quality and a smooth session flow, a network-based presentation system will be used. Please note that personal laptops cannot be connected, and presentation files cannot be uploaded in the lecture rooms.

General Information

Presentation Slides – Disclosure of Conflicts of Interest

As the congress organisers, we aim to ensure that OTWorld is regarded as an event committed to the interests of science and research. Therefore, we kindly ask you to disclose any potential conflicts of interest at the beginning of your lecture.

A statement regarding possible conflicts of interest must be included on the first slide of your presentation. Please use the appropriate declaration depending on your situation and disclose any conflicts in line with your previously submitted online disclosure:

For lectures with slides in English:

- There is no conflict of interest on my part that requires disclosure
- I report the following potential conflict of interest: [List of grants on behalf of a healthcare company, a commercially oriented contract institute or insurance company: fee for lecturing and/or consulting work; shares or patents; financial grants for research projects, etc.]

Protection of Patients' Privacy

If patient images are used, you must ensure that the individual cannot be identified from the image. Otherwise, you must obtain consent from the patient (or their representative) for publication in the presented form. The speaker guarantees the existence of such consent.

Authorship

By publishing the abstract, the speaker grants permission for it to be stored indefinitely in databases. The abstract is published in the online congress programme and, if applicable, will be included in an electronic abstract collection of the world congress.