

Dear Author,

We are pleased to have you presenting your abstract as an **ORAL PRESENTATION** during the EHMA 2020 Conference. Here you will find all the instructions and details regarding the format of your presentation during the event.

The time allocated for each oral presentation is [strictly 8-10 minutes \(depending on the session\) with a panel discussion at the end of the session.](#)

For the successful preparation of the session and smooth running of the conference, you are requested to send your presentation before [1 September 2021](#). We will put you in touch with the Session Moderator before the conference; she or he will brief you about the presentation order and the questions that will be raised during the discussion to allow some time for preparation.

All submitted papers will be judged and will compete for the “EHMA 2021 Best European Paper” and “EHMA 2021 Best Non-European paper” award. The Prizes will be awarded during the Award Ceremony on **Friday, 17 September 2021**.

IMPORTANT: If for any reason you wish to now withdraw your work, please email Chiara Gonzi (at chiara.gonzi@ehma.org) as soon as possible.

ORAL PRESENTATION GUIDELINES

The notes below will help you with the preparation of your presentation. Please read the notes carefully and do not hesitate to contact us if anything is unclear.

Helpful hints when preparing your presentation

- Time for the presentation is strictly 8-10 minutes per presenter.
- Presentations are allowed in any format (PowerPoint, Prezi, Evernote, TED talk style, etc) and should be sent to Chiara (at chiara.gonzi@ehma.org) before **1 September 2021**.
- Attached to the email you can find the presentation template. Feel free to personalise it, adding your university's logo, your contact details etc.
- Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the conference room. In general, it should not exceed 5-6 lines of bold print containing 6 - 7 words per line. If a larger amount of information needs to be presented, it should be split into several slides.
- Essential information should be large and bold and material should be kept simple. More explanation should be given orally.
- Line graphs and simple drawings are more effective than tables of figures.
- **Don't prepare too many slides** – as a guideline you should have no more than 1 slide per minute.
- **Think of your audience!** There are not only academics and researchers present in the room, but also healthcare specialists from different organizations. Keep your audience interested!

- **Be conversational.** The best speeches are given in a conversational tone. Try not to lecture your audience, use real-life examples to keep your presentation interesting and unforgettable.

SOCIAL MEDIA

We invite you to engage with us on social media ahead of the event. You can use the event hashtag: [#EHMA2021](#) in all your posts and where possible, tag us with the handle below:

Twitter: @EHMAinfo

Facebook: @EHMA.org

LinkedIn: @European Health Management Association (EHMA)

In the next couple of weeks you will receive the link and the instructions to access the EHMA 2021 Virtual Platform.

We are looking forward to making your EHMA 2021 experience truly unforgettable.

Best regards,

EHMA Secretariat