

# SCIENTIFIC DIALOGUE GUIDELINES

Dear Presenter,

We are pleased to inform you that your abstract has been accepted as **SCIENTIFIC DIALOGUE** at the European Health Management Conference 2025. Congratulations!

## ORAL PRESENTATION GUIDELINES

The points below may help you with the preparation of your presentation:

- You will be presenting your research alongside 7 other presenters. Your presentation will be in the form of an oral pitch and **the time for the presentation is strictly 4–5 minutes**.
- Your presentation should address the following topics:
  1. Objectives;
  2. Methodology;
  3. (Expected) results.
- You can complement your presentation with slides. **Presentations should be preferably prepared in PowerPoint**, but other formats can be accommodated. EHMA will provide you with an EHMA 2025 branded template. You are welcome to add your organisation's logo and personalise it at your convenience, or you can use your own slide deck.
- To ensure the smooth running of your session, we ask you to **send your presentation by Wednesday, 14 May 2025** to [conference@ehma.org](mailto:conference@ehma.org). If you need more time, please let us know. If you make substantial changes in your presentation from the version you sent to us, please notify us via email or, as last resource only, on the spot at the registration desk.
- On the days of the conference, please have your presentation available on a USB pen and accessible without WiFi.
- We advise you to ensure that graphics, written or tabular material must be of adequate size to be clearly visible.
- A Q&A session will take place at the end of the session after all pitches have been delivered. We will put you in touch with the moderator of your session beforehand.

## NEXT STEPS

### 1. CONFIRM YOUR ACCEPTANCE BY REGISTERING

To confirm that you will be presenting your work at EHMA 2025, **you must register for the full Conference by Monday, 7 April 2025**. You can register only online here: [Registrations | EHMA 2025](#).

Please note that submitting an abstract **does not** automatically register you for the conference and that presenters are not exempt from the payment of the registration fee. Presenters are also responsible to cover for their travel and accommodation costs.

If we do not receive confirmation of your participation through your registration, your name will not be included in the conference programme and your abstracts will not be published in the Conference Abstracts' Book.

**Your registration is transferrable at any time.** If you register but are unable to attend and wish for a colleague to present on your behalf, this is possible. We ask you to please let us know as soon as possible in writing at [conference@ehma.org](mailto:conference@ehma.org) (please see point 2 – Presenting author).

If you wish to withdraw your work, please email us immediately at [conference@ehma.org](mailto:conference@ehma.org).

## 2. PRESENTING AUTHOR

At the time of submission, you have been indicated as the presenting author. If this has changed, if there is a mistake in our records, or if you are unable to attend, the presenter can be changed. Please notify us in writing at [conference@ehma.org](mailto:conference@ehma.org) and let us know who the presenter will be indicating *Full name, Email and Phone number* of the new presenter.

After the conference, only the presenting author will receive a presentation certificate, therefore this information must be correct.

Please note that up to two presenters can present the same paper within the same slot.

## 3. TERMS OF SERVICES APPLYING TO THE EHMA CONFERENCE

We ask you to please read carefully the Terms and conditions applying to the EHMA Conference available here: <https://ehmaconference.org/terms-conditions/>.

## OTHER USEFUL INFORMATION

- Stay updated about the Conference programme, which is constantly updated on our website: [EHMA Conference Programme](#).
- Discover the social programme and all the activities we have planned: [Social programme](#). Please note that, **this year the social dinner is included in your participation fee**.
- We have partnered with hotels that offer special rates to our delegates. If you are interested, please have a look at the options and book your accommodation through the forms or links on our website: [Practical information | EHMA 2025](#).

If you have any doubts, please email us at [conference@ehma.org](mailto:conference@ehma.org).

We are at your complete disposal to ensure your experience at the European Health Management Conference 2025 is a memorable one.