



Annual World Congress of SBMT

SBMT Presenter Guidelines

All presenters should respect the conference format and aim for a pleasant, academic, mind-enriching environment.

Format

There are 4 main sessions daily, 2 in the morning and 2 in the afternoon. Each Session will last 1 hour and 30 minutes, consisting of 5 talks of 15 minutes each. Invited Presenters will be allotted 15 minutes. At the end of the presentations, each Session will have 15 minutes group Q&A followed by a 30 minutes break. One Special featured Speaker is permitted per day, per track. Special featured speaker talks are 30 minutes, taking 2 15 minute talk slots. Keynotes are 45 minutes, followed by a 15-minute Q&A space.

All Presenters **MUST** fill out the disclosure form that can be found online <https://forms.gle/eZuVWyjA8gY4goqCA>

General

Objectivity: Presenters must maintain objectivity and refrain from promoting a specific commercial product or service.

Preparation: Presenters should prepare their presentation in advance and ensure it meets the requirements and time limits specified by the conference organizers. They all need to be submitted through the virtual portal or brought at least 30 minutes in advance the day of the presentation to the Presenter-Ready-Room

Intellectual property: Presenters should respect the intellectual property rights of others and should not use any copyrighted or trademarked material without the owner's permission. The Annual World Congress of the SBMT secretariat will not be responsible for any damages or losses arising from false claims, copyright infringement, or any other made by participating presenters. SBMT is a Biomedical and technology platform focused on fast tracking therapeutics, we recommend published data presentations. **Capturing and recording partial or complete data has to be with the consent of speakers and organizers.**

Professionalism: Presenters should behave professionally and be respectful to other attendees, staff, and the general public.

Respect for diversity: Presenters should be sensitive to attendees' backgrounds and experiences and avoid offensive, abusive, or discriminatory language or behavior.

Disclosure: Presenters should disclose any financial interests or conflicts of interest they may have with the content of their presentation. Participating presenters must disclose any damaging occurrence that could harm the organization's reputation. Failure to do so may result in the termination of their participation. The Annual World Congress of the SBMT secretariat reserves the right to decide whether to allow a participating entity to participate in the scientific program based on their disclosure. Participating entities must ensure that all information provided to the Annual World Congress of the SBMT secretariat is accurate and complete.

Safety: Presenters should ensure that their presentation does not pose any risk to the protection of attendees or cause damage to the conference facilities.

Compliance with laws: Presenters should comply with all relevant laws and regulations, including advertising, data privacy, and consumer protection.

Feedback: Presenters should be open to feedback after their presentation and eager to learn from the audience's responses in the Q&A section.

Attendance: Presenters should attend the conference and participate in other events, such as discussions and networking opportunities, to enhance their understanding of the field and connect with other professionals.

Code of Conduct

Respect the audience: Presenters should always respect their audience by providing informative and engaging presentations relevant to their interests.



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Use accurate and relevant content: Presenters should provide accurate content supported by evidence and avoid personal opinions or biases.

Give credit where it is due: Presenters should credit others for their work or ideas, including citing sources and acknowledging contributions.

Be mindful of time: Presenters should be aware of the time allotted for their presentation and ensure they keep within the schedule.

Engage the audience: Presenters should engage the audience through interactive elements such as, but not limited to, asking questions, using visuals or multimedia, workshops, and encouraging participation.

Address questions and concerns: Presenters should be prepared to address questions and concerns from the audience, responding respectfully and professionally.

Avoid promotional content: Presenters should avoid, when possible, promotional content that could be perceived as a sales pitch and instead focus on providing valuable and informative content.

Follow the instructions of event organizers: Presenters should follow the instructions of the event organizers regarding equipment, time, and other logistics to ensure a smooth and successful presentation and request clarification on guidelines and procedures.