



Oral Abstract Speaker Instructions

Thank you for agreeing to present an oral abstract at the 7th Global Forum on TB Vaccines. To ensure the success of your presentation and the session overall, please read the following instructions carefully. If you have any questions, please contact us at tbvaccinesforum@iavi.org.

Speaker Portal

A speaker portal is available for you to complete the tasks asked of you as a speaker. You can upload, add, and update information at any time.

[Access the Speaker Portal](#)

Speaker Profile

Please be sure to update/add your profile information, photo, speaker biography in the profile area of the speaker portal. Please note that bios should be **no more than 700 characters**. This information will appear on the mobile app/attendee website and some information will display on the Global Forum website. Photos may also be used for social media posts.

Session Format and Preparation

The session will last 90 minutes. It will include six oral abstract presentations, each 10 minutes long. We will hold questions until the end of the session. The presentations will be followed by Q&A and discussion. Questions may be asked live or submitted via the conference app. Participants have indicated that they value this interactive portion of these sessions, and we have tried to allow ample time for this. If there is insufficient time to answer all questions, they can be answered on the app after the session.

Presentations

Ten minutes have been allocated for your presentation; we ask that you develop and plan your presentation accordingly. We cannot allow extra time for speakers to respect the full program and to allow sufficient time for questions and discussion.

Presentations should be in PPT (Windows PowerPoint) format, with 16:9 slide size. To check your slide size in PowerPoint, select "Design" from the upper menu, then Slide Size (toward the right side), and select "Widescreen (16:9)". A template is available [here](#) if you would like to use it, but it is not required.

Please let us know in advance if your presentation will include an embedded video. This can be indicated in the "Presentations" section of the Speaker Portal. Video files must be in .mp4 format and embedded in the presentation. Please also bring the original file.

Uploading your Presentation/Speaker Ready Room

Presentations will be uploaded onto presentation computers at the venue and launched by the conference support staff when it is your turn to speak. We encourage you to upload your presentation in advance through the Speaker Portal. Otherwise, you need to bring it to the conference organizers in the Speaker Ready Room **at least two hours before the session in which you are scheduled to speak**. If you upload your presentation to the Speaker Portal, you are encouraged to stop by the Speaker Ready Room to confirm that it is displaying correctly.

The Speaker Ready Room will be open at the following times:

- 8 October: 8:30 – 17:00
- 9 October: 8:30 – 17:00
- 10 October: 8:30 – 12:00

Inclusion and Diversity

Please consider the diversity of the audience, which includes participants from various regions and constituencies – including researchers, public health professionals, advocates, TB survivors, people representing affected communities, and others – and people whose first language is not English. Frame your poster as openly and inclusively as possible and be aware of how others may perceive language or images. Please review the Stop TB Partnership’s [Words Matter](#) language guide and avoid using stigmatizing language in your presentation.

Conference App/Attendee Website and Global Forum Website

Sessions may be recorded and made available on the conference app/attendee website for on-demand viewing by registered participants for three months after the 7th Global Forum. You also have the option to post your slide deck, or a modified version, on the Global Forum website for public viewing. This is optional, but it allows us to share information that was presented at the conference with those who were not able to attend.

If you have not already done so, please review and complete the [Permission to Publish Agreement](#) and upload it to the Speaker Portal. The permissions you grant for your slide deck will apply to the conference app/attendee website as well as the Global Forum website.

Media and Social Media

Members of the media may be present throughout the Global Forum and will have access to all materials on the conference app/attendee website. Use of social media is encouraged to share information about the 7th Global Forum with a broader audience. This may include photographs of presenters, posters, and slides. Please review the 7th Global Forum [Media and Social Media Policy](#) and prepare your poster accordingly.

If you are sharing information on your poster that you do not wish to be shared on public platforms, take the following steps to ensure your requests regarding social media are understood:

- Announce at the beginning of your presentation that you do not wish to have the information shared via blogging, social media, or other online or public platforms.

- Include a “[no posting](#)” icon, confidentiality statement, or other clear indicator on any slides that contain information you do not wish to be shared on social media or other online or public platforms. You are encouraged to do this even if you make an announcement at the beginning of your talk, as some participants may arrive late.

If there is no indication on your slides that you do not wish to have the information shared, the presumption is that participants and media representatives can post it publicly.

Travel and Visa Information

You are responsible for making your own travel arrangements, unless you have another arrangement with the Organizers. Travel information can be found at the links below.

Please review the visa information to determine if you require a visa to enter Brazil. If you do and you have not started the process already, please contact us as soon as possible for a letter of invitation.

- [Travel & Accommodation](#)
- [Visa Information](#)
- [Practical Information](#)

We thank you again for agreeing to present at the 7th Global Forum on TB Vaccines. We look forward to seeing you in Rio de Janeiro in October!