

## **Instruction for abstract submitters - Dutch Nephrologydays 2021**

Dear reader,

This letter contains the instruction for the execution of your presentation that you will present during the Virtual Nephrology Days 2021. Please read this instruction carefully and do not hesitate to contact us in case of questions and/or uncertainties. Our telephone number is 046-2021 300 or by email [info@nefrologiedagen.nl](mailto:info@nefrologiedagen.nl).

### **Program and schedule technical implementation:**

With the link below you reach the page of the website of the Nephrology Days where the classification and instructions of the abstracts are published. The link is: <https://www.nefrologiedagen.nl/abstracts.html>

The classifications per category show in which session your abstract is classified. Then follow the instruction of that particular session. Pay particular attention to the number of minutes of presentation vs. discussion. They are not the same for every session.

### **Technical execution of your session:**

You make a PowerPoint presentation of your abstract in advance and you make a video with narration from the PowerPoint. After you have done that, send the video via WeTransfer.com to [info@nefrologiedagen.nl](mailto:info@nefrologiedagen.nl). The video will give you as simple a name as possible when saving, starting with the session number followed by the abstract number. We place the video hidden on the Youtube channel of the Dutch Nephrologiedagen.

Your chair(s) will receive a catalog containing the link(s) to your session per session. As soon as the link is added by the chair(s) to his/her content library in the platform and then clicked, your presentation will be started. The chair can pause during the session, channel questions from the participants and close the session afterwards. In short, you are fully supported by your chair and you do not have to perform any of the functions of the chair. You just need to focus on your thought and delivering your video.

### **Internet connection and browser**

We decided on pre-recorded sessions because they are the most reliable when it comes to the load on the Internet connections. For the live parts of the session (read: discussion) it is important that you have a good internet connection. As for the browsers, all common browsers, except Internet Explorer, are suitable for reaching the platform, including for mobile devices. We do recommend using Google Chrome. If you do not yet have this browser, you can easily download it via the following link: <https://www.google.com/intl/nl/chrome/>

**Important: Make sure you log in as a speaker outside a VPN or office environment. (Note: many hospitals work with such a secure environment, test this in advance!)**

### **Instruction pre-recording, making a video**

Making a video of your PowerPoint presentation is explained on a website of Microsoft:

<https://support.microsoft.com/en-us/office/save-a-presentation-as-a-video%E2%80%8B-in-powerpoint-ba919059-523d-40a8-b99c-08d18996c09d>

When making your video, please choose the format at least "Full HD (1080p)". We already described how you can send the video to us above. Deadline for submission is no later than September 30, 2021.

### **Briefings only for the chairs**

Your chair(s) will be invited to one of the dress rehearsals! These are scheduled for:

- Monday, September 20 at 2 pm
- Tuesday, September 21 at 8 pm

You do not need to be present.

### **Access to the platform**

You will receive your login well before the start of the congress, which will give you access to the platform. As soon as you have received this login, you have access and you can take a look at the virtual 3D conference center. If you have not yet received a login on October 5, please let us know and we will ensure that you receive a new login.

### **Website**

This instruction is also placed in the menu "Program/Abstracts". Here you can read everything in peace.

### **Important – CGR Disclosure**

In the context of legislation and regulations of the Medicines Advertising Code, it is important that you show in your presentation whether and what ties you have with the industry, so that participants can inform themselves about this. You can also find this slide on the website

**Finally:**

I wish you every success with the preparations and thank you very much for your contribution to the Nephrology Days 2021.

Sincerely,

Mauritz Scheffens  
Congress Manager Dutch Nephrology Days