

5th International Conference on

Advance Care Planning and End of Life Care

9–12 September 2015

Munich, Germany

www.acpel2015.org



BRIEFING NOTES FOR ORAL PRESENTERS IN CONCURRENT PANEL SESSIONS

It is a great honour and pleasure to welcome you to the 5th International Conference on Advance Care Planning and End of Life Care (ACPEL-Conference), **9-12 September 2015 at the Ludwig-Maximilians-University Munich, Germany**. The organising committee would like to provide you with information for your oral presentation. Please take the time to read these guidelines ahead of time to ensure that you are adequately prepared and your involvement is successful. We are looking forward to your presentation.

CONFERENCE VENUE

Ludwig-Maximilians Universität München

Hauptgebäude (Main building)

Geschwister-Scholl-Platz 1

80539 Munich, Germany

<http://www.en.uni-muenchen.de>



REGISTRATION AND INFORMATION

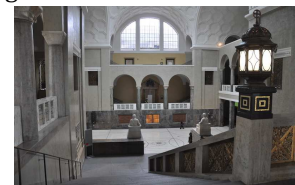
Prior to the Conference

You need **to register** for the conference in order to be able to give your presentation. If you haven't registered by now, please do so as soon as possible via our conference website (www.acpel2015.org).

During the conference

Please **check in** at the registration desk (in Lichthof) and address the staff there if you have any questions regarding your presentation. The registration will be open during the following times:

Wednesday, September 9, 2015:	12:00 - 20:00
Thursday, September 10, 2015:	07:30 - 17:30
Friday, September 11, 2015:	07:30 - 18:30
Saturday, September 12, 2015:	08:00 - 14:00



PRESENTATION DETAILS

Please prepare your presentation slides in the standard PowerPoint format (4:3) and save it as .ptx or .ppt file. Please use text parsimoniously, make sure that any text is written in a font that is large enough to be clearly readable in conference rooms, and give your contact information on the last slide.

We advise you to send your files to us ahead of time so that we can check whether they operate well and upload them onto the respective computer. Please send them to presentations@acpel2015.org no later than **Sep 6, 2015, 12 pm** (Central European Summer Time, CEST). We kindly ask you to also bring your presentation file on a **USB flash drive** (thumb drive) to the conference and come to the room of your session as soon as possible in one of the coffee breaks, the latest **10-15 min before the start of your**

session. You will have the possibility to check your pre-sent presentation again or upload your presentation directly onto the computer in the room.

CONCURRENT PANEL SESSION

You will be presenting a session format called “concurrent panel session” (Friday, 11 Sep). The presentations in these sessions have been arranged around a specific topic by the conference organisers. Speakers will have **12 minutes** for their presentation, followed by **3 minutes** for 1-2 short questions & answers. At the end of the session, there will be a 30 minutes panel discussion with all speakers and the audience.

In the interest of your fellow speakers and the audience, please stay within your allotted time. Otherwise, the chairs/moderators will have to step in in order to allow a fair time management.

The programme may be subject to change so please ensure you consult the online programme at **www.acpel2015.org** and check the “Programme Changes” board located at the registration desk when you will be at the conference.

DECLARATION OF INTEREST

Please disclose any potential conflicts of interests, preferably in a slide at the beginning of your presentation.

LANGUAGE

Please note that the Conference language is English.