



## Instructions for Oral Presenters & Moderators

### 38th Caribbean Cardiology Conference (CCS 2025)

Hyatt Trinidad, July 23-25th 2025

Dear Presenters for oral sessions/Moderators,

We are delighted to have you present your work at the 38th Caribbean Cardiology Conference at the Hyatt Trinidad. Please review the following guidelines to ensure a successful and smooth presentation:

#### 1. Presentation Schedule:

- Please refer to the final conference program for the specific date and time of your presentation.
- Arrive at your designated session room at least 15 minutes before the session starts to meet with the session chair(s) and test your equipment.

#### 2. Presentation Length:

- Each oral presentation is allocated a total of 10 minutes.
- Plan for an 8-minute presentation followed by a 2-minute Q&A session or group questions may be done at the session end.
- Strict adherence to this timing is crucial to ensure the smooth running of the session. The chair/moderator may need to interrupt or ask to wrap up if time is being exceeded.

#### 3. Presentation Format:

- Use Microsoft PowerPoint or PDF format for your slides. A PowerPoint template is provided in this email, but it is not mandatory.
- Ensure your slides are clear, concise, and visually engaging.
- Use large fonts and high-contrast colours to enhance readability.

#### 4. Slide Submission:

- Submit your presentation slides via email to [caribbeancardiacsociety2024@gmail.com](mailto:caribbeancardiacsociety2024@gmail.com) by July 22nd, 2025.
- Bring a backup copy of your presentation on a USB drive to the conference.

**5. Technical Requirements:**

- The presentation rooms will be equipped with a laptop, projector, laser pointer, and microphone.
- Inform the organising committee in advance if you have any additional technical requirements.

**6. Presentation Tips:**

- Begin with a brief introduction to your topic and its significance.
- Clearly outline your research objectives, methods, results, and conclusions or if a case, the clinical Presentation, diagnostic evaluation, management and case outcome, and summary/discussion
- Engage with your audience by maintaining eye contact and speaking clearly.
- Practise your presentation to ensure smooth delivery and adherence to the time limit.

**7. During the Presentation:**

- Introduce yourself and your affiliation at the beginning of your talk.
- Keep an eye on the session chair for time signals to stay within your allotted time.
- Be prepared to answer questions from the audience during the Q&A session.

**8. Session Chair Instructions:**

- The session chair(s) will introduce each speaker and moderate the Q&A session.
- Follow the chair(s)' instructions regarding the timing and format of your presentation.

**9. Technical Support:**

- Technical support will be available on-site. If you encounter any issues, please contact the technical support team immediately.

If you have any questions or need further assistance, please do not hesitate to contact the conference organizing committee.

We look forward to your insightful presentation and to an engaging and informative conference.

Warm regards,

**Taarik Dookie**  
**Chair, CCS 2025 Organising Committee**  
**Vice President of the Caribbean Cardiac Society**  
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