

PRESENTER GUIDELINES**HOW TO PERFORM A SAFE AND EFFECTIVE PROCEDURE: A STEP-BY-STEP APPROACH**

These sessions will feature six **case presentations in video format** in which the operators will share a **step-by-step guide to how to carry out the respective treatment** in a safe and effective manner, sharing their personal **tips and tricks**.

Each presentation should be prepared according to the following **structure and timing**:

3 minutes:

presenting slides on the patient selection (clinical history and the planned intervention, explaining the indication and clinical decision pathway)

6 minutes:

showing a video of a single case with a step-by-step guide how to carry out the procedure (original material, no industry videos, focus on the active part of the procedure, and not on the devices and materials)

- Aspect ratio 16:9
- Ideally, comment live during the session
- Ensure patient anonymity at all times, by making sure that no patient names or any other information allowing the identification of a patient are shown
- Before using any material, the kit should be shown in a close-up view, but then explained in generic terms to avoid any bias towards specific companies. Please state why you have selected the material and demonstrate its use/function. You should mention possible other options/vendors and examine pros and cons of different materials.
- Explain your choice of intravenous medication if required, including anaesthesia, possible antibiotics and pain management after the procedure.

3 minutes:

concluding slides with tips & tricks, learning points, and describing the best first patient to be treated