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XXXV. KONFERENCIA DETSKÝCH HEMATOLÓGOV A ONKOLÓGOV ČESKEJ REPUBLIKY A SLOVENSKEJ REPUBLIKY

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Instructions for Preparing Your Case Report Presentation at the XXXV. Conference of Paediatric Haematologists and Oncologists of the Czech and Slovak Republics

Dear colleagues,

Your abstracts have been selected for oral presentation in the special case reports session, which I have the honour of co-chairing with Professor Martin Schrappe. The session will be held in English. We have 80 minutes in total for the presentation and discussion of 11 case reports, which requires careful preparation, precise timing, and discipline from all of us. Each of you will have 5 minutes for the oral presentation of your case, using exactly 5 slides, and you will answer a maximum of 2 questions in the following discussion — the total time for your presentation may not exceed 7 minutes. Please prepare your presentations in accordance with these instructions, keep strictly to the maximum number of slides, and rehearse your oral delivery carefully so that you are confident you will stay within the time limit while still conveying everything you consider important. If you have a supervisor or a personal mentor, please discuss your presentation with them; alternatively, use one of your colleagues as a test audience and take their feedback on board.

The classic structure of a patient case report comprises the following points:

1. Introduction (clinical context, relevance)
2. Case presentation (history, investigations, course of treatment)
3. Discussion (including the lessons learned from the case presented) — this is the key part of your presentation

When preparing your presentation (both slides and text), keep the following questions in mind — by the end of your talk, the audience should be able to answer them:

1. What was interesting or unusual about the patient?
2. What was the course of investigation and treatment?
3. Why did the case unfold the way it did?
4. What did I/we learn from this case, and what lesson did we take from it?

You will understandably feel that 5 slides and 5 minutes are not enough for your particular case, and that there is a great deal more you would like to say and show. As you prepare, therefore, sort all your information continuously into three categories, and use these categories to guide any necessary cutting:

1. Essential information
2. Additional information
3. Points of interest

The layout of the first 4 slides is entirely up to you and should cover the Introduction and the Case Presentation itself; the final slide should always correspond to the Discussion, including a clearly formulated take-home message from the case. We hope that preparing your presentation, and delivering it, will be an enjoyable experience. I look forward to hearing all of your case reports, and I am confident that together we will put on one of the most interesting sessions of the conference!

Jan Trka, co-organiser of the session