

# INSTRUCTIONS FOR ICP2010 ORAL PRESENTATIONS

## Overall Role of a Scientific Presenter

- To present a carefully planned, well-organized, and well-rehearsed paper in 9 minutes (11 minutes for best abstracts).
- To illustrate major points with properly prepared visuals or examples.
- To disclose conflicts of interest that any of the authors of the abstract may have.
- To respond directly to questions raised in the discussion.

## Preparing the Presentation

### Content

- The total presentation time is **limited to 12 minutes** (15 minutes best abstracts). Please plan for a **9-minute presentation** and **3 minutes for questions** (11-minute presentation and 4 minutes for questions best abstracts)
- Authors affiliations may be listed on the title slide but not on any other slides.
- Only generic names may be used.
- Trade names of medical devices may be used if and only if necessary to clarify the research methods.
- Avoid lengthy introductions. One or two brief statements on a single slide should suffice.
- Focus on key points of the methods, results, and conclusions, and explain the relevance of your work.
- Present data in a format that is easy for the audience to view and understand.
- To prevent the moderator from cutting off your presentation, you must finish within **9 minutes**.

### Conflict of Interest Disclosure 2<sup>nd</sup> slide

- Conflicts of interest for all authors of the abstract must be disclosed. If no author has conflicts of interest, please state so.
- **All disclosure information must appear on a separate slide entitled “Conflict of Interest Disclosure” that is shown after the Title slide and before the Introduction.** You should read the disclosure information aloud to the audience.

### Onsite

- You must submit your presentation at least one hour before your presentation at the media check-in.
- You may not use your own laptop. We can display presentations in either PC or Mac formats.
- The use of Open-Office formats during the submission of presentations could lead to changes due to conversion problems.
- To assure a smoothly sessions flow, hardware and software will be provided at the conference venue. The lecture halls are equipped with a speaker’s desk, a laptop, a remote control for your presentation and a laser pointer.
- Using video or audio data will only be possible in the following formats: Avi, Wmv, and Mpg, which have to be provided separately. If your presentation includes a video, please ensure that it encloses the right CODEC in order to be played correctly.
- Please inform us, if you are planning to use non-digital media as for example slide projectors or overhead projectors!
- Note: For submitting your lecture please use a USB flash drive, CD or DVD. To be best prepared, we recommend submitting your presentation until September 6, 2010.

## Electronic Presentations

- All presenters must use computer-generated presentations in power point or keynote, PC or Mac
- Type color should be white/yellow on blue background or black/blue on white background for better visibility.

## Staying on Schedule

- As noted, **each presentation is limited to 9 (11) minutes**. There is a visible count-down clock running so everybody in the auditorium is informed about your remaining time. There will be a warning sound 1 minute prior to the end of your presentation. After the end of your presentation time, chairpersons will ask you to come to a conclusion. At 11 min (14 min), your presentation will be terminated by the audiovisual team. The time you are running over will be subtracted from the discussion time. On the contrary, chairpersons will not interrupt a lively discussion after a timely presented paper. Chairpersons are asked to strictly adhere to this time management so as to treat all presenters equally and fairly.

## **Discussion**

- You will have **3 (4) minutes to answer questions** from the floor and from the chairpersons in case your presentation stayed on time (see above). Give brief answers.

## **Withdrawing an Abstract**

- If extraordinary circumstances require withdrawal of an abstract, the presenter must notify Conventus immediately until September 8<sup>th</sup> 2010.
- Last-minute emergency cancellations during the meeting should be communicated to Conventus staff at the registration desk or to Martin U. Schuhmann, MD, secretary of ICP2010.