

Poster Discussion Presenter Guidelines

PREPARATION BEFORE THE CONFERENCE

As a poster discussion presenter, you are requested to prepare a poster and a very brief presentation (maximum 2-3 slides), which summarizes the key findings and important implications of your work. Your presentation should take no more than 5 minutes. Each session will consist of 4-6 abstracts, of five minutes each. A five-minute question and answer session will immediately follow each presentation. An interactive moderated discussion, facilitated by the co-chairs, will be held at the end of the session.

The session chair/co-chairs will receive all abstracts that will be presented in the session and have been instructed to contact you prior to the conference.

When requested, please send your talking points and your presentation slides to the session chair/co-chairs and the session point person, so they can review the presentations for duplication or gaps.

Technical Requirements for Presentations

The IAS 2017 computers will run MS PowerPoint 2013. Only MS PowerPoint (*.ppt or *.pptx) presentations with video formats will be accepted. The pre-installed font types available in MS Office 2013 should be used as standard font types.

Movies and video files

If your presentation contains links to video files, it is essential that you bring not only your PowerPoint file, but also your video files to the Speaker Centre. Most video files types (e.g. .MP4, MPEG, .wmv, .AVI, etc.) are accepted. All videos linked to PowerPoint slides must be tested and checked in advance in the Speaker Centre to be sure they will work properly.

Please note that Prezi is not supported. If you are using this format, your presentation must be sent to the secretariat prior to the conference, and it must be converted and tested before it can be uploaded in the Speaker Centre. Please contact the secretariat at programme@ias2017.org for further information.

Data format – images, audio and movies

Place all audio and movie files linked with the presentation into a single file folder (e.g. when transferring the presentation from your hard disk to removable drives such as USB sticks or when uploading it). Do not use any passwords or encryption for your files.

Flash-animations and Macros



Flash-animations are not supported. Should they be essential to your presentation, please contact programme@ias2017.org.
Do not use Macros within your presentation.

Presentation format

Please use 4:3 as presentation format.

File size

There is no size limit for presentations uploaded onsite at the Speaker Centre (it is however recommended that presentations do not exceed 500 MB).

Saving of files

For onsite upload at the Speaker Centre the presentation has to be saved on a USB memory stick (which is preferred) or an external hard disk.

Please use only "WinZip" to pack your data (free download of the current versions at www.winzip.com).

Fonts

Do not use special fonts, which are not part of the standard PowerPoint package, as this will cause problems while uploading your file.

Special characters

To avoid any compatibility problems, please do not use special characters (e.g. «, Ö, Ø, ñ, ε, ®, ý, }, {, etc.) to name your presentation or movie files.

If you use a Macintosh Computer

Please note that PowerPoint.mac and Keynote (*.key) presentations are not accepted. Even if you have transferred your presentation to a Windows format, you must check your presentation in the Speaker Centre to ensure that it is fully compatible with the conference computers.

Conflict of Interest Disclosure in Presentations

The Conference organizers require faculty members (session speakers, chairs and facilitators) to disclose any conflict of interests they may have. The intent of this policy is not to prohibit faculty members from presenting or participating in session, but rather to inform the audience of any bias that they may have.

The purpose is thus to identify and resolve potential conflicts of interest that arise from relationships with commercial interests relevant to the content you are planning, developing, or presenting for this activity.

For the purpose of this policy, the following principles apply:



1. A commercial interest is any entity that produces, markets, resells or distributes healthcare goods or services consumed by, or used on, patients.
2. Any financial relationship **within the last twelve months**, as well as **know financial relationships of your spouse or partner**, must be disclosed.
3. Types of relationships needing to be disclosed include full-time or part-time employee, independent contractor, consultant, research or other grant recipient, paid speaker or teacher, planning or advisory committee or review panels, ownership interest (product royalty,/licensing fee, owning stocks, shares, etc....) or any other financial relationship.

Please note that failure to disclose or false disclosure may require the Planning Committee to replace the faculty member.

If you need more information or support regarding conflict of interests disclosure, please contact us at cme@ias2017.org.

Guidelines for Posters Included in Poster Discussion Sessions

You are asked to prepare a paper poster presenting the key findings of your work. The posters will be displayed outside the session rooms for the duration of the conference (Monday-Wednesday). The session chair/co-chairs will invite the audience to view the posters after the session.

Poster discussion presenters are asked to mount their posters outside the session rooms on Sunday 23 July between 12:00 and 18:30, or Monday 24 July between 08:00 and 09:00, and remove them on Wednesday 26 July between 16:00 and 18:30.

The poster exhibition staff will remove and dispose of posters that are not taken down. The staff assumes no responsibility for material left behind.

Guidelines for Poster Layout

Posters should be laid out in **portrait style**. The dimensions of the poster **should not exceed 90 cm wide by 150 cm high in order to fit the poster board**. The poster number will be displayed on the top of the poster board. Mounting materials will be available at the Poster Helpdesk. The recommended material to print the posters is paper (please avoid laminated paper).

Your poster should quickly orient the audience to the subject and purpose of your study. Here are some hints that may be helpful for the preparation of your poster:

- Your poster should have a clear message, a logical layout and be easy to comprehend in a couple of minutes;
- Make sure that the specific sections (such as the background, methods, results and conclusions) are easy to locate on the poster;

- Design the individual sections of your poster so that they can be quickly read - avoid large blocks of text and long sentences;
- Make sure that the type/font size is large enough to be read at a distance of 1.5 meters (five feet). The smallest type should at least be 18 pts for text and 36 pts for headings. Try to keep your word count as low as possible;
- Supporting images (graphs, tables, illustrations, photographs...) can be very helpful and are often necessary to display results. Make sure that the images are easy to understand, and not overloaded with information;
- Make sure there is enough contrast between the color of the type and the poster's background.

Click [here](#) to download the IAS 2017 poster template.

Guidelines for e-posters

In addition to the paper poster, presenters are invited to upload an electronic poster (e-poster). The e-posters will be published on the online conference programme. Presenters may choose to upload their regular poster electronically, or prepare a poster specifically for online viewing. If preparing for online viewing, a PowerPoint presentation with various slides is recommended. The formats allowed are .pdf (preferred), .ppt or .doc files. Please ensure the resolution is optimized for online viewing and not printing.

Instructions for uploading the e-poster will be sent to abstract authors via email. E-posters may also be uploaded on site in the Poster Exhibition area.

Click [here](#) to download the IAS 2017 e-poster template.

AT THE CONFERENCE

Please check in at the Speaker Centre at least **four hours** before the start of your session to upload your PowerPoint presentation and check the consent for publication of your presentation material.

The Speaker Centre is located on Level 2 and the opening hours are as follows:

Saturday, 22 July	14:00 – 18:30
Sunday, 23 – Wednesday, 26 July	08:00 – 18:30

Presentation Upload

All PowerPoint presentations must be uploaded prior to the session, as it is **not possible** to run PowerPoint presentations directly from a laptop in the session rooms.

Presentations should be saved on a USB memory stick or CD/DVD-ROM, and brought to the Speaker Centre. Presentations should be uploaded at the Speaker Centre, at least four hours prior to the start of the session. The presentations will then be uploaded to the session room network and made available in the session room at the time of the presentation.

We kindly ask for your understanding that due to time limitation at the Speaker Centre, presentations should preferably be prepared and edited before upload. Thus, please bring your presentations in a ready-to-upload format.

When agreeing to publish your presentation, please **make sure to remove any confidential data you do not want shared with the public** (i.e. data behind tables/graphs, speaker notes, etc.), before submitting your presentation for uploading on the online programme.

IMPORTANT: Check-in at the Speaker Centre is mandatory for all speakers.

At the Speaker Centre there is a rehearsal room where presenters can run through and practice their presentation prior to the session.

AT THE SESSION

- Please arrive at the session room **at least 15 minutes** before the start of the session;
- Check the room where the session will be held and familiarize yourself with the space and equipment;
- Meet the chair/co-chairs and run through the session line-up (i.e., order, panel discussion, special circumstances);
- A presentation timer will be available in the room. The presenter is responsible for delivering the presentation within the specified time. The session chair/co-chairs have received instructions to stop the speakers if they run over their time.

Session Room Equipment

Session rooms will contain the following basic equipment:

- Lectern with microphone, laptop and mouse;
- Chairperson table with microphone(s);
- Session room screen displaying the PowerPoint presentation (for some of the bigger sessions rooms the speaker might be displayed too);
- Presentation timer;
- Microphones on stands for audience questions.