

## GUIDELINES FOR AUTHORS

Before preparing your oral or poster presentation and before coming to the congress, we recommend you take a few minutes to read the following guidelines.

### 1/ ORAL PRESENTATIONS

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In order to match with the most recent technology, the conference room will be equipped with a single video-projector (LCD for computer assisted presentations, ie. Powerpoint).

For the general organisation, after having picked-up their badge at the Welcome desk, each speaker should go to the **PREVIEW ROOM**, (follow signs on site).

**Speakers should be in the conference room 15 minutes before the beginning of his session and meet with the Chairman.**

NOTE: The sessions will not be recorded.

#### For your Computer Assisted Presentation (Power-Point style):

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be one master computer in the meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their laptop to the LCD projector, nor even bring their own LCDs. **Every speaker has to go to the Preview room beforehand to provide his PowerPoint presentation.**

#### Format - Presentation:

**Only Presentations for PC's** (Windows 2000/XP/Vista configurations) and PC's compatible will be accepted. For your presentation, please use Microsoft **PowerPoint 2003** (on Apple computers, **be sure to check every slides of your presentation on a PC** - Microsoft Windows based computer).

Do not forget to add .ppt extension to your file when saving it.

**The presentation file size should not exceed 100 MB (Megabytes).**

This size includes any file linked e.g. video files.

- If you have pictures, they must be under the following format: .jpg, or .gif, format .pict prohibited).
- If you have video files attached to your power point presentation, they must be in the following format: .mpg, .mpeg, .avi or .wmv. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in one of the format listed above.

And do not forget, when saving your final presentation to USB stick, to make sure to include your video files if any and all links to these multimedia files.

#### Depositing of file:

- Your computer file must be handed over to the personnel of the **PREVIEW ROOM**, on a memory stick, as far in advance as possible and **ONE hour BEFORE** the beginning of each session AT LATEST. **(The presentation for an early morning session should be handed over the evening before).**
- In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to download your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.

#### In the Meeting room:

- Your presentation will be sent directly to the meeting room through an internal computer network. A hostess in the meeting room will then point out your presentation on the screen of the computer positioned on the lectern, a few seconds before your turn.
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse, your computer assisted slides will go on as usual.
- Please, do NOT come at the last minute with your own lap-top in the meeting room: you will NOT be able to connect it. Go to the PREVIEW ROOM beforehand.

#### Responsibility:

MCI will not be responsible for a defective display of your presentation if one or more recommendations listed in these guidelines have not been followed.

**None of the presentations saved on our server will be kept once the congress is over; all files will be destroyed AT THE END OF THE CONGRESS unless otherwise indicated in the congress programme.**

## 2/ POSTER PRESENTATIONS

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### Language

Your poster must be written in **ENGLISH**. Your poster will therefore be exhibited for the whole duration of the Congress.

### Materials

In order to fit the poster board, your poster should not exceed **90 cm wide and 150 cm high (Portrait)**. Prepare your material beforehand so that it will fit neatly into the space available and can be easily attached to the board. Suitable fixing materials will be provided by the Conference organisers and assistance will be available on site.

### Mounting your Poster

The Poster Area will be open for the mounting of posters **on Wednesday, June 18, 2008** from 17:30 to 19:30 and on **Thursday, June 19, 2008** from 07.30 to 10:00. All posters should be set up by 10.00 on Thursday, prior to the Congress Opening and **MUST** remain in place until 12:00 **on Saturday, June 21, 2008**.

### Removing your Poster

All material must be removed by the owner at the end of the Conference. The Conference Organisers cannot accept responsibility for any material left behind.

**The organisers are not responsible for loss or damage to those posters which are not removed by authors within the times of dismantling as indicated above. Posters not removed by their authors at the stated time, will be automatically destroyed.**