

Chairperson, speaker and poster presenter guidelines

Essential information

If you are chairing or speaking in a session, or presenting a short oral presentation (Oral Poster) or poster, it is essential that you refer to the guidelines below. Please note that there may be several sections which are relevant to your activities. If after reading the guidelines, you have any questions, please address them to the Congress staff in the speakers' preparation room (Club C on level 1)

Our presentation system is networked to all session halls and presentations are uploaded through a software interface to ensure quality. OC, OP and P presentations should have been uploaded to this system online prior to the Congress. All session halls are equipped with the necessary technical requirements and back-up systems. **Please note that personal laptops may not be used in the session halls. All presentations must be uploaded in the speakers' preparation room.** Mac users and those with complex video are assured that our system can upload their presentation.

All oral sessions will be recorded by ISUOG and made available for viewing (but not download) to delegates and ISUOG members on the congress web portal. All speakers are asked to complete a release form for this and we thank you for supporting this new service to our members. Please note that publication embargoes can be accommodated. The portal will be demonstrated at the ISUOG stand and on the Poster viewing stations at the Congress. Please address any queries to the technical staff in the speakers' preparation room.

General notes

- Please meet at the front of the session hall 15 minutes before the start of the session to introduce yourselves, and allow the chairperson to confirm the format for the session.
- All presentations must be in English. Please ensure that you speak slowly and clearly throughout. This will assist audience members who do not have English as their first language.
- Discussion time has been allocated to each session so please look at the program closely for details.
- **The program schedule is extremely tight, so all speakers must adhere to the time allocated to them. Should a speaker overrun, chairpersons are instructed to interrupt and request that the speaker stop. Please be considerate of other speakers if you are asked to conclude your talk and please do so promptly.**
- It is increasingly difficult to prevent individuals from recording sessions. All delegates have been requested not to do this, but ISUOG can take no responsibility for third party recordings. **We request that speakers who specifically object to audio/video recording of their presentations state this before their lecture.**
- At the closing ceremony the scientific committee will announce the best presentations within subject categories, the Young Investigator prize winner and the Alfred Kratochwil award for best 3D presentation. Chairpersons are asked to assist in the selection process by scoring presentations.

Chairpersons only

- There will be a chairpersons' briefing on Sunday 10 October at 12:30 in Club H to confirm session formats and demonstrate the presentation management tool. The briefing will last no longer than 30 minutes and lunch will be served. Your role is crucial to our Congress success and we are grateful for your attendance.
- It is your responsibility to ensure strict adherence to presentation times as listed in the program and to direct and moderate discussion. There will be a countdown system in place in the main session halls to assist you with this.
- Should a speaker not arrive for his/her presentation, please fill in the additional time with discussion or, provided all other speakers are present, please move forward with the program. However please try not to deviate dramatically from the advertised program because delegates will rely on precise timing as they move across sessions.
- At the start of the session, please ask the audience to turn off all mobile phones and pagers. Please also remind the audience that the recording of sessions is not permitted. ISUOG will record all lectures and make them available online.

- There will be a host/hostess assigned to the session hall who will assist with any requirements you may have for the running of the session. A technician from the audio-visual team will also be available.
- There will be standard microphones within each hall for discussions. Delegates will need to wait behind the microphones to ask their questions. Please direct the audience at the start of the session as to how questions will be managed, to ensure the best use of time.
- Please note that delegates will not be permitted to stand at the back of the hall due to fire regulations.

Invited and OC presentations

- OC presenters should have uploaded their presentations in advance of the Congress
- All speakers must report to the speakers' preparation room at least four hours prior to the commencement of the session in which they are due to present and, preferably the day before their presentation. Speakers can then check their presentation with the audio-visual staff prior to the presentation being sent to the lecture hall.
- Presentations from personal laptops are not permitted in the session halls or breakout sessions; all presentations must be checked in at the speaker preparation room.
- If you are presenting an oral abstract you should not present the background to your particular study or data set. This can be repetitive if several related studies are to be presented, and will be covered separately within the session if considered necessary. Time is short, so please keep your talk concise and focus only on your new data.

Short oral presentations (oral posters - OP) and posters (P)

- Authors should have emailed their PowerPoint slides in advance of the Congress. The Organisers cannot guarantee that OP or P presentations can be included if they are not received in advance.
- OP and P slides will be available for viewing from Monday 11 to Thursday 14 October 2010 on the electronic viewing stations in the level 2 foyer and authors can be contacted through this system also.
- You will have been previously informed of the day of your presentation in your abstract acceptance letter. Poster (P) authors should be available to answer questions at the specified time (please refer to the program if you are unsure).
- OP presenters may report to the speaker preparation room the day before their presentation to check their presentation or can check directly on the viewing stations in level 2 foyer.
- Presenters should arrive at the relevant session hall at least 10 minutes prior to the listed start time.