



International Surgical Week ISW 2009

Adelaide, Australia, September 6-10, 2009



Scientific Secretariat ISW 2009

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Guidelines for Abstract Presentation at ISW2009

Registration

The Presenting Author (same family name and given name as on the abstract) must have fully **registered and paid** for ISW2009 by **April 30, 2009** in order to have the accepted presentation in the final program and abstract book. **Submissions of non-registered Presenting Authors will be excluded from the Program and the Abstract Book.**

Publication of Abstracts

The name of the Presenting Authors can be found in the index at the end of the Final Program Booklet which will be distributed upon registration in Adelaide. Furthermore, the Abstract will be published in a special issue of World Journal of Surgery which includes an index of Presenting, Second and Third Authors as indicated only.

Projection Facilities

All meeting rooms are equipped with **PowerPoint projection facilities only. Video/CD-Rom presentations are to be prepared as regular computer presentations since no equipment for showing Video Tapes will be available.** All projection presentations need to be uploaded to a Central File Server and from there it will be distributed to the local drive in the relevant meeting room. A **speaker preparation center** will be established at the Convention Center and all presenters are requested to **check in their CD-ROM's, laptops, memory sticks or other material in good time, preferably 24 hours prior to the presentation.** Each meeting room will be staffed by a technician to ensure a smooth presentation. **If you wish to present with any medium which is not commonly used it is advised to notify the congress organizers well in advance (isw2009@sapmea.asn.au) and to make sure to check-in the presentation as early as possible.** Costs for special requests for need of hard- and/or software might have to be charged to the presenter.

Free Paper (oral) presentation

Time allotment for Free Papers is **8 minutes presentation** followed by **4 minutes discussion** (The International Association of Endocrine Surgeons IAES has allotted **10 minutes presentation** followed by **5 minutes discussion**). The sessions will be moderated by two experts in the field who have been requested to strictly respect the timing to guarantee a smooth running of the session. Please refer to the paragraph "Projection Facilities" for the preparation of your projection.

Video/CD-ROM presentation

A maximum presentation time of 12 minutes has been allotted for Video/CD-ROM presentations, followed by some 3 minutes discussion time. Video sessions are moderated by two experts in the field who have been requested to strictly respect the timing. Please refer to the paragraph "Projection Facilities" for the preparation of your Video/Computer presentation.

Poster Discussion presentation

The posters in this category should be mounted before Monday noon, September 7, 2009 and be removed on Thursday afternoon, September 10, 2009 after 15:00 hrs. Additionally the posters will be discussed in a regular meeting room (or at the Poster Board) and the session will be moderated by two experts in the field. Presenting Authors of Poster Discussion presentations are requested to **prepare 3 PowerPoint slides of the Poster** (overall picture, introduction of the problem, solution). For the preparation of your pictures, please refer to the paragraph "Projection Facilities". For the preparation of your Poster, please refer strictly to the guidelines as below. The Session Number serves also as identification number for the assigned poster board. Suspension material for your poster (Velcro) will be available.

Poster Exhibition Only presentation

The posters in this category should be mounted before Monday noon, September 7, 2009 and be removed on Thursday afternoon, September 10, 2009 after 15:00 hrs. For the preparation of your Poster, please refer strictly to the guidelines as below. Presenting authors are requested to be at the poster during luncheon break on Tuesday, September 8, 2009 (IATSIC poster round on Monday, September 7, 2009, 12:15-13:45) in order to discuss the presentation with interested delegates. The Session Number (PE ###) serves also as identification number for the assigned poster board. Suspension material for your poster (Velcro) will be available.

Poster Board

The Poster Board is **90 cm (35.43 Inches) wide and 100 cm (39.37 Inches) high**. Please be aware that there is no space for excessive sizes of your Poster and therefore **you are urged to prepare your Poster to meet strictly the limitations** given below. We recommend to subdivide the Poster into 6 or 8 squares and suggest that you introduce the problem at the upper left hand field and summarise it at the lower right hand field.

POSTER BOARD

