



PRESENTERS and CHAIRS GUIDLINES

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The Organising Committees of ISCFS-DISTRACTION 2009 will do their utmost to help authors for their presentations and to facilitate their arrival and stay at the congress. Please take a few minutes of your time to read the following which will present you the on-site organisation of the meeting and provide you with important instructions for the smooth running of the sessions.

SCIENTIFIC SECRETARIAT and PRE-VIEW ROOM will be located in the:
RADLEY ROOM, 1st FLOOR/ BARCELO HOTEL

This room will be open at the following times:

- FRIDAY 25 SEPTEMBER 2009 from 14:00 to 18:30
- SATURDAY 26 SEPTEMBER 2009 from 7:00 to 18:30
- SUNDAY 27 SEPTEMBRE 2009 from 7:00 to 18:30
- MONDAY 28 SEPTEMBRE from 2009 7:00 to 18:30
- TUESDAY 29 SEPTEMBRE from 2009 7:00 to 18:30
- WEDNESDAY 30 SEPTEMBRE from 2009 7:00 to 13:30

CONGRESS OFFICE:

ISCFS - DISTRACTION 2009 c/o MCI
24, rue Chauchat, 75009 Paris – France
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Scientific Programme: prog@iscfs-distraction2009.com



1) ORAL PRESENTATIONS FOR CO-OPTED SPEAKERS & FREE PAPERS AUTHORS

Meeting rooms will be equipped with a SINGLE video-projector for computer assisted presentations (ie. PowerPoint).

For the general organisation, after having pick-up his badge at the Welcome desk, each speaker should go to the **PRE-VIEW ROOM**, located on the 1st floor, Radley Room.

All presentations must be in English.

Each speaker should also verify in the final program that the name of the room and the time of his session have not changed.

Speakers should be in the conference room 15 minutes before the beginning of their session and meet with the Chairpersons. Please, follow strictly the instructions of the Chair, especially with regard to the **time allotted to the speech: please do not go over the time limit**. Remember to speak directly into the microphone at a suitable speed for everybody. You will find a laser pointer on the lectern to help you pointing out your slides if necessary. Please do not leave with it!

Qualified personnel will act as liaison between speakers and projectionists: speakers must go to the PRE-VIEW ROOM to hand in their computer assisted presentations that will be passed on to the projection room on time through the internal IT network system of the Congress venue.

The speaker is entirely responsible for the order, the loading and the pre-projection of his computer assisted presentation, using the equipment made available by the Organisers.

Please don't forget:

- **To meet with your chair before the session to make sure everything is in order.**
- **To respect your time of presentation and do not go over the time limit.**

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► For your Computer Assisted Presentation (Power-Point style)

To avoid delays caused by switching computers at the platform, booting-up computers and potential compatibility problems, the Organising Committee has made available to speakers the new standard A/V system used in the convention sector. There will be a master computer in each 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** (Barco type), **nor even bring their own LCDs. Every speaker has to go to the pre-view room beforehand to bring its PowerPoint presentation(s).**

► Format of your Presentation

- ONLY presentations for PC's (Windows 2000/XP/Vista configurations) will be accepted, (no MAC, no UNYX).
- Please prepare your presentation using Power Point **UP TO** Version 2007 patched with latest "Service Pack".
- If you have pictures, they must be under the following format: jpg, .gif, .tif, or .bmp (**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 DIVX3. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in .avi format. The new compressed format DIVX 4 and over cannot be accepted. Please not forget, when saving your final presentation to USB stick/CD/DVD, to make sure to include your video files if any and all links to these multimedia files!
- If you plan to create your presentation using Microsoft **PowerPoint on Apple** computers, **be sure to check every slides of your presentation on a PC** (Microsoft Windows based computer). When saving the presentation, **Mac users must add** behind the file name, **the '.ppt' extension** (Mac PowerPoint 2004) or **' .pptx' extension** (Mac PowerPoint 2008).

The presentation file size should NOT EXCEED 100 MB (megabytes)

including all linked files.

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► Depositing of File

- Your computer file must be handed over to the personnel of the PRE-VIEW ROOM, on USB key/CD/DVD, as far in advance as possible and **TWO hours BEFORE** the beginning of each session **AT THE LATEST. (The presentation for an early morning sessions should be handed over in the evening before).**
- In the **PRE-VIEW 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 room through the internal computer network. Your name will appear on the screen of the computer positioned on the lectern. You will just have to click on it for your presentation to start. If you don't feel comfortable with this, please ask the hostess or host in the meeting room to point out your presentation on the screen a few seconds before your turn and to assist you. The PC on the lectern is programmed with 1024x768 pixels and is linked to a video-projector as explained before.
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse or on the keyboard arrow's, 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 PRE-VIEW ROOM beforehand. If you are delayed, we will inform the chair of your session who will postpone your speech of a few minutes if necessary.**

► Confidentiality

There is nothing to get back after your session but we would like to inform authors that their files will be automatically deleted from our system **AT THE END OF THE CONGRESS** unless otherwise instructed or indicated in the programme.

► Responsibility

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

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2) POSTER DISPLAY

► Instructions for Poster Preparation

- The usable surface of the panel where you will have to fix your poster is **95 cm in width and 185 cm in height**.
- This panel is covered with **covered in Blue Looped Nylon**. You can fix your poster with **thumb tacks ONLY**. The self-adhesive stickers will not work. The Organisers will have thumb tacks at your disposal in the **Scientific Secretariat, Radley room, 1st floor** as well as in **the Posters room**.



Thumb tack

► Posters Display Room

Posters will be on display on the **Oriel room, ground floor**, located near the main meeting room.

► Installation and Removal of Posters

Your poster will be exhibited for the whole duration of the Congress.

- The posters must be **installed** on:
SATURDAY 26 SEPTEMBER 2009 from 2:00 to 18:30 and SUNDAY 27 SEPTEMBRE 2009 from 8:00 to 12:00 (*or Monday morning for package B authors*)
- The posters must be **removed** on:
WEDNESDAY 30 SEPTEMBER from 2009 10:00 to 13:30 (*or Sunday evening for package A authors*)

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.

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3/ CHAIRPERSONS

Upon arrival, please verify in the final program that your session room and time have not changed and please, be in your room at least 15 minutes before the beginning of your session. You may go any time to the **PRE-VIEW ROOM** (Radley Room, 1st floor) if you wish to check something or ask for assistance.

Should you require special assistance and/or last minute material, please ask the hostess at the entrance of your meeting room who will liaise with the logistic organisation.

IMPORTANT:
Please make sure during your session that the speakers
DO NOT go over his time limit.

Chairpersons should be particularly rigorous with the first speaker. If you let him/her speak longer than allowed, then it will be extremely difficult – not to say impossible – to control the other speakers, who will insist on being treated like the first speaker.

Timers will be made available to chairpersons to help them control speech lengths.

If a presentation cannot be given, lead a discussion until the time for the following presentation so that the session can remain on schedule. This time could also be used to start a debate.

Make sure also that each person who would like to participate in the discussion does so, by speaking into the microphone and one at a time, stating her name, institution and country.

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► 4) PRESENTERS DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

The ISCFS and DISTRACTION SYMPOSIUM Organising Committee requires that all presentations be as free of commercial bias as possible and that any information on commercial products or services be based on already generally accepted medical thinking. It is also preferred that generic drug names be used wherever possible and that any presentation referring to unlabelled or research-associated commercial products should disclose this situation to session attendees/on posters display.

THANK YOU FOR YOUR ATTENTION!

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