



# XXIII International Congress of The Transplantation Society

AUGUST 15 – 19, 2010 | VANCOUVER, CANADA  
VANCOUVER CONVENTION CENTRE

## MINI ORAL PRESENTATION GUIDELINES

As a Mini Oral Abstract Presenter you will be asked to prepare a Mini Oral Presentation (3min + 2min Q+A, max. 3 PPT slides) **AND** an electronic Poster – ePoster (PPT presentation, maximum 10 slides).

### Presentation Slides for Mini Oral Session

**Presentation Time:** 3min + 2min Q+A  
**Presentation Slides:** maximum 3 PPT slides

Online submission of your slides prior to the Congress is recommended to ensure compatibility with our equipment. However, you may review and/or submit changes to your slides onsite at the Speaker Ready Room (Room MR 209, Level 2) at the Vancouver Convention Centre.

### ePoster Presentation

The Electronic Poster (ePoster) System is a new approach to present scientific exhibits. It replaces traditional poster presentations and allows a paper-free scientific exhibition. Onsite, computer terminals will be provided and each terminal will provide access to all submitted and accepted ePosters. Delegates will be able to search for ePosters via the poster title, authors' names and predefined categories. Delegates have the option to communicate with the authors via email and to download a poster to their own email inbox provided that the respective author has given consent.

**Session Date/Time:** ePosters will be available via the ePoster stations throughout the Congress  
**Presentation Time:** there is no specific time you have to be around for your ePoster presentation  
**ePoster Slides:** maximum 10 PPT slides

#### **Recommended Slides**

Slide 1: Title + Authors  
Slide 2: Introduction & Background  
Slide 3 - 4: Materials & Methods  
Slides 5 - 8: Results  
Slides 9 - 10: Conclusions

**Submission Deadline:** **Friday, 30 July 2010**



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**Slides for your ePoster presentation (maximum of 10 slides) MUST be submitted on or before Friday, 30 July 2010. After expiration of this deadline, submission will no longer be possible.**

### **REGISTRATION**

All Presenting Authors are required to register as a delegate for the Congress or their abstract may be withdrawn from the Program.

If you are not yet registered, please click on the link below to register online:

[https://events.iconsweb.net/ei/cm.esp?id=43&pageid=\\_2YQ0XR22D](https://events.iconsweb.net/ei/cm.esp?id=43&pageid=_2YQ0XR22D)

If you are already registered for the TTS 2010 Congress, thank you very much.

### **ONLINE UPLOAD PRIOR TO THE CONGRESS**

Login details and instructions will be sent to you in a separate email by Wednesday, 21 July 2010.

### **GENERAL INFORMATION**

All presentations will be saved on a central server connected to the session rooms which are equipped with computers, beamers, microphones, laser pointers and lecterns as well as the ePoster terminals. Computers will be equipped with Microsoft Windows XP and Microsoft Office 2007. Personal laptops may not be used in the session rooms (connection for Macintosh Notebooks is not available).

### **PREPARING YOUR PRESENTATION MATERIAL**

- a. Your presentation must be prepared in PowerPoint 2000 or PowerPoint 2007 (MS Windows).
- b. Set the slide size of the page to "On-screen show" and landscape orientation in the page set-up section. (Portrait orientation will not be displayed properly).
- c. Use high-contrast lettering, and not too much text per page (max. 10 lines or 15-20 words). Make sure that you use high-contrast colors for the best



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definition of your text. Please be aware that red letters or lines are usually not visible.

- d. You may include graphics and/or slide-show animation. If the presentation contains movies, they have to be coded by standard Windows codes. Remember to save your PPT show with your video attachment in the same folder and then copy the folder to the CD or USB-removable drive including all elements. Do not use special fonts which are not part of the standard PowerPoint package as this will cause problems while uploading your file.

## ONSITE UPLOAD AT THE SPEAKER READY ROOM – APPLICABLE FOR YOUR MINI ORAL PRESENTATION SLIDES

- a. You are requested to check-in your presentation (on your CD-ROM or USB-removable drive) at the Speaker Ready Room (Room MR 209, Level 2) no later than 3 hours before the start of the session during which you will give the presentation.

### **Speaker Ready Room opening hours:**

Sunday, 15 August	07:30 – 18:00
Monday, 16 August	06:00 – 17:30
Tuesday, 17 August	06:00 – 17:30
Wednesday, 18 August	06:00 – 17:30
Thursday, 19 August	06:00 – 13:30

- b. Please note that the technicians in the auditorium are not prepared to receive presentations directly from the speakers.
- c. Once the presentation has been checked, the technical staff will be responsible for its delivery to the auditorium in preparation for your presentation.
- d. Macintosh presentations (i.e. Keynote) cannot be accommodated, unless saved to a PC-formatted CD-ROM or USB stick.

We look forward to welcoming you to Vancouver in August.