



XXIII International Congress of The Transplantation Society

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

ORAL ABSTRACT PRESENTATION GUIDELINES

Oral presentations will be of 10 minutes duration (8min + 2min Q+A). All Oral Abstract Presenters are required to prepare PowerPoint Slides for their Oral Presentation at the TTS 2010 Congress with a **maximum** number of **10 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 of your slides prior to the Congress is strongly recommended to ensure compatibility with the Congress equipment. However, you may submit changes and/or a revised version onsite to the Speaker Ready Room (Room MR 209) located on the second level of the Vancouver Convention Centre.

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 lecture rooms which are equipped with computers, beamers, microphones, laser pointers and lecterns. 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 definition of your text. Please be aware that red letters or lines are usually not visible.



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- d. As a general rule, visual material supports the speech and should not be the transcription of it.
- e. 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.
- f. Include duplicate(s) if you intend to use a page more than once in the course of your presentation and include the duplicate slide in the correct sequence of the presentation.
- g. Please remember to include a disclosure slide at the start of the presentation, even if you have no conflicts of interest to declare.

ONSITE UPLOAD AT THE SPEAKER PREVIEW CENTER

- 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.