



## Information for Speakers

See also [Information for Poster Presenters](#)

### Preparation of your presentation

We are using PowerPoint only - 35mm slide projection and overhead projection will NOT be available.

We will be using PowerPoint 2003 and any earlier version can also be accommodated.

#### Accepted formats:

- PC - If you use a Mac please save your presentation in PC format

#### Accepted media:

Please also bring your slides on one of the following media

- CD
- USB removable drive

#### Laptops will NOT be accepted

We can accept PowerPoint files (extension .ppt or .pps) and the file can include linked video(s) (standard video formats are supported).

### At the meeting

Speaker Preview Room - ground floor, facing the registration desks

There will be facilities for you to view and edit your presentation in the Speaker Preview Room.

Presenters are asked to bring their Power Point presentations to the Speaker Preview Room at least two hours before the session (or the day before for morning sessions). Your presentation will then be transferred to the central server.

All presentations will be deleted from the server at the end of the meeting unless otherwise requested.

The Speaker Preview Room will be open at the following times:

Saturday 23 May	08:00 – 19:00
Sunday 24 May	07:30 – 18:00
Monday 25 May	07:30 – 18:00
Tuesday 26 May	07:30 – 18:00
Wednesday 27 May	08:00 – 12:00



## Presentation times

Please refer to your correspondence with the meeting organisers if you are uncertain about how long you have been allocated for your talk.

- Invited speakers: 30 minutes total, 25 for presentation and 5 for questions
- Oral communications: 12 minutes total, 8 for presentation and 4 for questions
- Oral posters: 5 minutes total, 3 for presentation and 2 for questions
- Clinical cases: 20 minutes total, 8 for presentation and 12 for discussion

Oral posters for Allied Health Professionals session: 10 minutes total, 7 for presentation and 3 for questions

## Oral Posters

1. Timekeeping is even more important
2. Sit in the front row of the auditorium and be ready to move quickly to the stage as the previous speaker is finishing
3. 3 slides maximum

## Disclosure

If the research was supported by a pharmaceutical company you must indicate the company's role in analysing the data or preparing the slides.

## Slide content and design

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.
- If showing graphs, tables or charts:
  - Do not make them too crowded
  - Complex figures should be broken up into series
  - Limit the number of captions
  - Use rounded figures
- As a rough guide, we suggest you allow no more than two slides per minute of your talk.
- Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (eg photographs of typed pages).

## No Shows

Submission of an abstract constitutes a commitment by the author(s) to present the abstract as accepted. Expenses associated with the preparation, submission and presentation of an abstract are the responsibility of the presenter(s)/author(s). No shows will be logged by the organisers. An author failing to present accepted material at two or more meetings will be asked to register in order for their abstract to be considered for acceptance by the scientific committee. If no registration is received their abstract(s) will be withdrawn prior to publication.



## Meeting administration

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See also [Information for Poster Presenters](#)