

Fifth Annual Academic Surgical Congress
February 3-5, 2010
San Antonio Marriott Rivercenter
PRESENTATION GUIDELINES

Oral Presentation Guidelines

In order to ensure your presentation works properly, all presenters are required to check in at the Speaker Ready Room, preferably the day before, but at least 2 hours prior to your presentation time, then arrive at the session room 20 minutes prior to your presentation. You will have an LCD projector, laptop, screen, podium, and microphone available for your use. ***(Please do not try to use your own laptop, as this will greatly delay the presentations of those coming after you.)***

Presentations MUST be provided in Microsoft® PowerPoint®98 or more recent versions of this program.

Make certain that slides are sized for "On-screen Show" (Go to File on the standard toolbar, then select Page Setup in the drop-down box). You will need to provide a copy of your presentation on a CD-ROM or memory stick (USB Jump Drive) to the audio-visual technician in the Speaker Ready Room.

The length of your presentation will be a maximum of 10 minutes, followed by a 5-minute discussion period. Please practice your presentation to ensure that you do not exceed 10 minutes.

Should you have any questions throughout the conference, please do not hesitate to ask any ASC staff member, available at the Conference Registration Desk.

Please declare any conflicts of interest that pertain to the presentation. If conflicts of interest do exist, please be sure to limit the presentation to data and results of the research. Please leave broader implications and recommendations to the viewing audience and the moderators of your session.

Once again, congratulations on being accepted as an oral abstract presenter and thank you for participating in the Academic Surgical Congress.

Quick Shot Mini-Oral Presentation Guidelines

In order to ensure your presentation works properly, all presenters are required to check in at the Speaker Ready Room, preferably the day before, but at least 2 hours prior to your presentation time, then arrive at the session room 20 minutes prior to your presentation. You will have an LCD projector, laptop, screen, podium, and microphone available for your use. ***(Please do not try to use your own laptop, as this will greatly delay the presentations of those coming after you.)***

Presentations MUST be provided in Microsoft® PowerPoint®98 or more recent versions of this program.

Make certain that slides are sized for "On-screen Show" (Go to File on the standard toolbar, then select Page Setup in the drop-down box). You will need to provide a copy of your presentation on a CD-ROM or memory stick (USB Jump Drive) to the audio-visual technician in the Speaker Ready Room.

The length of your presentation will be a maximum of 3 minutes (5 slides maximum), followed by a 2-minute discussion period. Please practice your presentation to ensure that you do not exceed 3 minutes.

Should you have any questions throughout the conference, please do not hesitate to ask any ASC staff member, available at the Conference Registration Desk.

Please declare any conflicts of interest that pertain to the presentation. If conflicts of interest do exist, please be sure to limit the presentation to data and results of the research. Please leave broader implications and recommendations to the viewing audience and the moderators of your session.

Once again, congratulations on being accepted as a Quick-Shot Mini Oral abstract presenter and thank you for participating in the Academic Surgical Congress.

SUS New Member Oral Poster Guidelines

Poster setup will be on Wednesday, February 3, 2010 between Noon to 4:00 pm, with the session beginning at 4:30 PM.

The Poster Session runs for one hour, from 4:30 to 5:30 PM.

Posters must be taken down no later than 7:30 PM on Wednesday. Any tubes/posters/other materials left in the poster area after 9:00 pm will have to be discarded by event staff, so please take your poster down on time.

You are required to be in attendance during the entire poster session.

Please adhere to the following guidelines:

Posters will be displayed on bulletin boards that are 4 feet high x 8 feet wide. Limit the size of your poster to 4 feet in height and 8 feet in width.

The abstract number assigned to the poster, need not be placed on your poster; the poster boards will be numbered for you.

There will be tacks in the room for your use in mounting.

Do not mail your poster to the conference headquarters or to the meeting site; the ASC is not responsible for lost posters.