



## Important instructions to presenters in the moderated poster session

The moderated posters will be presented on Saturday, 3 November from 13.30 – 15.00 hrs.

### Format of the poster session

- Poster viewing related to the session is scheduled during the 30' min. coffee break just prior to the start of the session (12.30-13.30 hrs). Poster presenters are kindly requested to remain with their poster at that time.
- The poster session will start with an introduction by the chairs.
- Subsequently, each author will have 5 minutes for a podium presentation followed by 2 minutes of discussion lead by the discussants and chairs. Poster presenters may use PowerPoint projection which is limited to maximum 3 slides per presentation. The presentations will follow the order of the programme book.
- The session will finish with a short conclusion by the chairs.

### Overview all poster viewing times (during lunch and coffee breaks)

Besides the poster viewing just prior to the session there are more opportunities for the audience to view the posters. It would be appreciated if one of the abstract authors could stay with the poster at the poster viewing times:

Friday, 2 November	09.30 – 10.00 hrs. 12.00 – 13.30 hrs. 15.45 – 16.15 hrs.
Saturday, 3 November	09.30 – 10.00 hrs. 12.30 – 13.30 hrs. 15.00 – 15.30 hrs.
Sunday, 4 November	10.30 – 11.00 hrs.

### Preparations with respect to your participation in this session

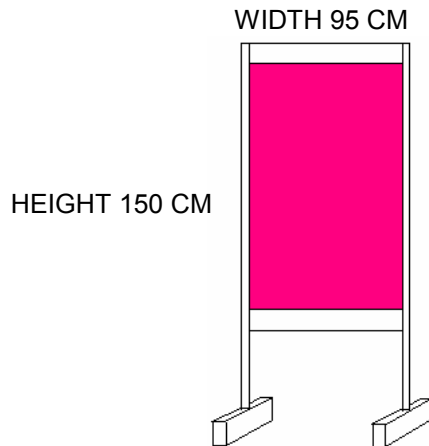
The quality of the session is extremely dependent on the calibre of the presenters and their posters and the Scientific Organising Committee would like to remind you of a few key points:

- Poster presenters may use PowerPoint projection which is limited to maximum 3 slides per presentation
- Check [www.emucbarcelona2007.org](http://www.emucbarcelona2007.org); for a standard PowerPoint set
- ***The abstract presenters are requested to send the slides to Monique Oosterwijk ([emuc-meeting2007@congressconsultants.com](mailto:emuc-meeting2007@congressconsultants.com)) prior to 15 October 2007.***  
Last minute changes need to be handed in at the Speakers' Service Centre 2 hours prior to the start of the session!
- Check the PowerPoint presentation **at least 2 hours** prior at the Speakers' Service Centre!
- The Scientific Organising Committee request that you disclose to the audience any links you may have with the industry related to the topic of your lecture at the beginning of your session. A link can be: being a member of the advisory board or having a consulting agreement with a specific company.
- Make your poster visually interesting, but not over-elaborate.
- Your poster should follow an easy to understand format i.e. abstract methods, results and conclusions.
- You will be responsible for mounting your poster on the assigned poster board.
- As presenter you must attend the whole session.

### Equipment supplied

- Poster boards with a height of 150 cm and a width of 95 cm located just outside the session room in the main foyer.

- Double sided tape can be collected at the registration desk. Pushpins cannot be used on these boards.
- Computer with PowerPoint (there will be **no** ordinary slide projectors, only computerised slide presentation); make certain to send you presentation to the Congress Office prior to 15 October; last minute changes need to be handed in at the Speakers' Service Centre 2 hours prior to the start of the session! You cannot use your laptop in the lecture room!
- Laser pointer



- Speakers' Service Centre. Please Check you PowerPoint presentation at least 2 hours prior to the start of the session at the Speakers' Service Centre. For the Speakers' Service Centre please follow the signage from the main entrance.

The opening hours are:

Thursday, 1 November	15.00-20.00 hrs.
Friday, 2 November	06.00-18.00 hrs.
Saturday, 3 November	06.00-17.30 hrs.
Sunday, 4 November	06.00-13.30 hrs.

#### **DO's for posters**

- Keep illustrative material simple in using charts, graphs, drawings and pictures. Keep in mind that your illustrations must be read from a distance of about 1 – 1.5m or more.
- DO use matte (silk) finish for photographs as this will help diminish glare
- DO make posters as self-explanatory as possible
- DO provide descriptive handouts if useful to attendees
- DO stick to an easy to understand format: usually authors, abstract, methods, results and conclusions
- DO use some colour combinations that provide better contrast such as:
  - black on yellow
  - black on orange
  - green on white
  - red on white
  - white on black

#### **DONT'S for posters**

- DO NOT mount abstracts on heavy board, thus avoiding hanging problems
- DO NOT use projection equipment (projectors are not supplied)
- DO NOT write or paint on the poster board as background for your

### **Guidelines on how to prepare your PowerPoint set**

- Check your PowerPoint presentation at least 2 hours prior to the start of the session at the Speakers' Service Centre. A technician will load your presentation on the computer network. A technician in the lecture room will start your presentation.
- Check [www.emucbarcelona2007@org](mailto:www.emucbarcelona2007@org); for a standard PowerPoint set
- Your presentation can be loaded onto the network without problems if it does not exceed 100 MB: larger files can cause problems!
- PowerPoint versions accepted are PowerPoint MS Office 95, Office 97, Office 2003 and Office XP Use embedded pictures, DO NOT use images linked to other files. Linked pictures will not show up in your presentation!

### **Accepted picture file formats**

- All popular Windows picture files also html.
- JPG
- GIF
- TIFF
- BMP
- HTML
- **Check legibility of the text:**  
For a 17 inch screen, stand 2 metres away. If you can see your presentation (slide + text) clearly (presentation 100% image) there shouldn't be problems seeing this presentation in a lecture room. If you use a font size of .24, your text is readable at the back of the room.  
*Example:* On a screen of 3.00 x 2.00 m., you can read the .24 font size at a distance of 20m. If you use a bolder text, the legibility will improve.
- Always make sure you bring a back-up of your presentation!

### **Further information**

If you require any further information, please do not hesitate to contact Monique Oosterwijk ([m.oosterwijk@congressconsultants.com](mailto:m.oosterwijk@congressconsultants.com))

**NOTE:** make sure you register yourself for the EMUC meeting at [registrations.uroweb.org](http://registrations.uroweb.org)  
Until 1<sup>st</sup> October you will receive the early registration fee.