



Important instructions to presenters in the oral session

The oral presentations will take place on Sunday, 4 November from 08.00 – 09.00 hrs.

Format of the oral session

- The session will start with an introduction by the chairs.
- Prostate Cancer: 2 presentations (8 minutes each) afterwards discussion
- Renal Cancer: 3 presentations (8 minutes each) afterwards discussion
- The session will finish with a short conclusion by the chairs.

Preparations with respect to your participation in this session

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

- Presenters may use PowerPoint projection which is limited to maximum 8 slides per presentation. Check www.emucbarcelona2007.org; for a standard PowerPoint slide
- **You are requested to send your slides to Monique Oosterwijk (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 your PowerPoint presentation **at least 2 hours** prior at the Speakers' Service Centre
- Do not exceed the time limit: 8 minutes for your presentation. If you exceed this you will be interrupted and asked to finish.
- 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.

Equipment/services supplied

- 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.

For the Speakers' Service Centre please follow the signage from the main entrance.

The opening hours are:

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|----------------------|------------------|
| 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. |

Guidelines on how to prepare your PowerPoint slides

- 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; 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)

NOTE: make sure you register yourself for the EMUC meeting at registrations.uroweb.org
Until 1st October you will receive the early registration fee.