

# INSTRUCTIONS FOR ICP2010 POSTER PRESENTATIONS

## Overall Role of a Scientific Presenter

- To present a carefully planned, well-organized, and well-designed poster in **4 minutes**.
- To illustrate the major points on your poster.
- To disclose conflicts of interest that any of the authors of the abstract may have.
- To respond directly to questions raised in the discussion.

## Preparing the Presentation

### Content

- The total presentation time is **limited to 6 minutes**. Please plan for a **3-4-minute presentation** and **2-3 minutes for questions**.
- Author's affiliations may be listed below the title.
- **Only generic names may be used.**
- Trade names of medical devices may be used if and only if necessary to clarify the research methods.
- Avoid lengthy texts. Try to create brief statements for each section.
- Focus on key points of the methods, results, and conclusions, and explain the relevance of your work.
- To prevent the moderator from cutting off your presentation, you must finish within **4 minutes**.

### Conflict of Interest Disclosure

- Conflicts of interest for all authors of the abstract must be disclosed at the bottom of the poster. If no author has conflicts of interest, please state so.

### Poster dimensions:

- Posters must not exceed a height of 118.9 cm and a width of 84.1 cm. You can of course choose to compose your poster of smaller sheets on the poster board.

### Onsite

- Please mount your poster as early and remove it as late as possible, to expose as many people to your scientific work as it deserves. Material for poster mounting will be provided at the poster area.

## Staying on Schedule

- As noted, **each presentation is limited to 6 minutes**. After the end of your 4 min presentation time, the chairmen will ask you to come to a conclusion. At 6 minutes the chairman will move on to the next poster regardless if you have finished your presentation or not. The time you are running over will be subtracted from the discussion time. On the contrary, chairmen will not interrupt a lively discussion after a timely presented poster. Chairmen are asked to strictly adhere to this time management so as to treat all presenters equally and fairly.

## Discussion

- You will have **2 minutes to answer questions** from the auditorium and from the chair in case your presentation stayed on time (see above). Give brief answers.

## Withdrawing an Abstract

- If extraordinary circumstances require withdrawal of an abstract, the presenter must notify Conventus immediately until September 8<sup>th</sup> 2010.
- Last-minute emergency cancellations during the meeting should be communicated to Conventus staff at the registration desk or to Martin U. Schuhmann, MD, secretary of ICP2010.