

INSTRUCTIONS FOR SPEAKERS AND AUTHORS OF PRESENTATIONS AND E-POSTERS

@ SPEAKERS are invited to RESPECT THE TIME ALLOTTED TO THEM in order to ensure the smooth running of the conference, as well as out of respect for the colleagues who will speak after them.

The presentation of accepted contributions and their inclusion in the final program on the APP MYSICM AND ON THE OFFICIAL WEBSITE of the Congress are subject to the payment of the registration fee for the Congress.

1. SICM/JSSH JOINT SESSION

Speakers of the SICM/JSSH (Japanese Society for Surgery of the Hand) JOINT SESSION - Friday 11 will have to prepare their slides in English and the **ORAL** presentations delivered will be in English.

The speakers of the Session are invited to sit in the front row that will be reserved for them.

In order to have a successful conference speakers are required to strictly respect their allotted times.

1. ORAL COMMUNICATIONS

Sessions dedicated to the presentation of selected works in the form of oral communications will be held during the congress.

The presentation of the papers is subject to registration in the Congress.

Please be reminded that the time available for the presentation is 5 minutes and 2 minutes for Q&A that, at the discretion of the chairpersons, may follow the presentation or will take place at the end of the session.

Maximum **12 slides in Italian** can be included in the presentations.

In order to have a successful conference, speakers are invited to strictly respect their allotted times.

SLIDE PREPARATION

Allowed software: **Microsoft Power Point 2013, 2016 for Windows.**

If you use other software you will have to convert the presentation into the format required (see the section "WHEN TO REPORT TO THE SLIDE CENTRE").

USE OF VIDEO FILES IN THE PRESENTATIONS

You will be able to view movies created with **proprietary codecs** of professional hardware but please make sure video conversion is possible.

Recognized video codecs:

PC: MPG4; MPEG2 (DVD); DV; MPEG, DivX (3,4,5,6), XVID, Wmv and Cinepak.

MAC: PERIAN, DIVX + AC3, MplayerX, Mplayer OS X 2, VLC, Dvix

2. GUIDELINES FOR E-POSTER AUTHORS

The e-Posters will be available throughout the Congress on Thursday 10 and Friday 11 October on 65 inch multitouch monitors, horizontally oriented, located in two dedicated sections in the exhibition area.

Each screen represents a "google style" search and display station through which it will be possible to:

I. By simply writing on the screen find a special interest submission using relevant search keys, such as author's last name and poster ID.

II. View the special interest submission

III. Zoom in to see the details

During the days of Thursday and Friday, the posters can be voted as "BEST e-POSTER" by all delegates with an interactive voting system (SURVEY button on the App MYSICM), each member will be entitled to 1 vote only.

In the **E-POSTER SESSION** to be held Saturday, October 12 at 8.30-9.30 am in the GREEN Room, the authors of the posters will have to personally attend the session as the titles of the 5 posters that got the most votes will be announced there.

The 5 selected Authors will have to make an oral presentation of their e-posters. The time available for each Author will be 3 minutes + 2 minutes for Q&A. At the end of the session, the winner of the SICM prize for best poster chosen by the e-Poster Commission will be announced.

In view of this, each author will prepare their own contribution by exporting files in .pdf or .pptx format.

How to prepare a pdf or pptx file

Accepted file format: .pdf or .pptx with a 1920x1080 resolution (horizontal)

Note. The Authors will send their posters to: vposter@meetec.net by October 5 using the SICM template (**pptx or PDF presentation**).

The e-poster can include texts, figures, images, etc.

The e-poster template is in the attach.

Slide Centre

Authors shall deliver their material on a USB pendrive to the Slide Centre serving all rooms. Each Author will be responsible for collecting their own technical material at the end of the Session or at the latest at the end of the day. The Organizing Secretariat shall not be held responsible for the loss of any audio and video material not collected or left unattended.

Note

During all sessions slide projection will only be possible from a computer and you will NOT be allowed to connect your personal laptops directly to the video projector.

WHEN TO REPORT TO THE SLIDE CENTRE

In order to ensure the smooth running of the presentations during the sessions, Speakers are invited to respect the following access times to the Slide Centre:

2 hours before the session: standard presentations

3 hours before the session: presentations with animations and graphics, presentations with videos

SIGNING OF THE CONSENT FORM

During the Conference, all the Presenting Authors will be asked to sign an ORIGINAL consent form in which SICM is allowed to use (i.e. concession of the use of slides) the material to be presented at the Congress.

The Slide Centre will be authorized to make a copy of the slides presented at the Congress for SICM.

Authors who **fail to grant** their consent will still have to sign the document and tick the DO NOT GIVE CONSENT box for the use of the slides, in which case the slide technician will delete the presentation from the slide centre computer.

For more information, please contact the Organizing Secretariat:



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