



GUIDELINES FOR AUTHORS

The Organising Committee of the 7th European Association of Dermato-Oncology Congress will do its utmost to help authors for their presentations and to facilitate their arrival and stay at the congress.

Please take a few minutes to read the following guidelines regarding the on-site organisation of the congress for the smooth running of the sessions.

1/ ORAL PRESENTATIONS

In order to match with the most recent technology, the conference meeting room will be equipped with a SINGLE video-projector (LCD for computer assisted presentations, ie. Powerpoint).

After having picked-up their badge at the Welcome desk, each speaker should go to the **PREVIEW ROOM, room I** (follow signs on site).

Each speaker should also check in the final programme that the time of his/her session have not changed.

Speakers should be in the conference room 15 minutes before the beginning of the session and meet with the chairperson(s). Please, follow strictly the instructions of the chairperson(s), especially with regard to the time allotted to your presentation.

Time allotted for:

- Invited speakers: please refer to your invitation
- Oral free communications: 10 minutes, including discussion time

Do not go over the time limit. Remember to speak directly into the microphone at a suitable speed for everybody to understand. You will find a laser pointer on the lectern to help you to point out your slides if necessary. Please do not leave with it.

Qualified personnel will act as liaison between speakers and projectionists: speakers will not have access to the projection rooms; therefore speakers must go to the PREVIEW ROOM to hand in their computer assisted presentations that will be handed over to the projection room on time.

Speakers are entirely responsible for the order, the loading and the pre-projection of their computer assisted presentation, using the equipment made available by the organisers.

NOTE: The sessions will not be recorded.

Computer Assisted Presentation (Power-Point style):

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be a master computer in the meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their own laptop to the LCD projector (Barco type), nor even bring their own LCDs. **Every speaker has to go to the Preview room beforehand to provide his/her PowerPoint presentation.**

EADO 2011

MCI FRANCE - 24 rue Chauchat - 75009 Paris - France
Phone: 33 (0)1 53 85 82 52 – Fax: +33 (0)1 53 85 82 83
Website : www.eado2011.com



Format - Presentation:

Only Presentations for PC's (Windows 98/2000/XP and Windows 7 configurations) and PC's compatible (to avoid problems of compatibility between PC's and MAC, please use commune fonts to both PC's and MAC) will be accepted, (no UNIX). Do not forget to add .ppt extension to your file when saving it.

Please prepare your presentation using Power Point Version 2003 or higher patched with the last service pack.

- If you have pictures, they must be under the following format: .jpg, or .gif, format (.pict prohibited).
- If you have video files attached to your power point presentation, they must be in the following format: .mpg, .mpeg, .avi or .wmv. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in .avi format.

And do not forget, when saving your final presentation to CD or USB stick, to make sure to include your video files if any and all links to these multimedia files.

Depositing of file:

- Your computer file must be handed over to the personnel of the **PREVIEW ROOM**, either on a CD or a memory stick, as far in advance as possible and **ONE hour BEFORE** the beginning of each session **AT LATEST. (The presentation for an early morning session should be handed over the evening before).**
- In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to download your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.
- The opening hours of the PREVIEW ROOM during the Congress will be:

Monday June 20 th , 2011	from 13:00 to 20:00
Tuesday June 21 st , 2011	from 8:00 to 18:30
Wednesday June 22 nd , 2011	from 8:00 to 19:00
Thursday June 23 rd , 2011	from 8:00 to 12:30

In the Meeting room:

- Your presentation will be sent directly to the meeting room through the internal computer network of the Cité Nantes Events Center. A hostess in the meeting room will then point out your presentation on the screen of the computer positioned on the lectern, a few seconds before your turn. The PC on the lectern is programmed with 1024x768 pixels and is linked to a video-projector
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse, your computer assisted slides will go on as usual.
- Please, do NOT come at the last minute with your own laptop in the meeting room: you will NOT be able to connect it. Go to the PREVIEW ROOM beforehand.

Official Language:

The official language of the Conference is English, which means that **all presentations and questions must be delivered in ENGLISH.**

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2/ POSTER PRESENTATIONS

Poster sessions will take place from **12:30 to 14:00** on June 21st and 22nd, 2011.

Set-up/ Removal instructions :

Mounting (poster area)	Monday June 20th, 2011 Tuesday June 21st, 2011	From 13:00 to 18:30 Before 10:00
Display	Tuesday June 21 st , 2011	Poster Session from 12:30 to 14:00
	Wednesday June 22 nd , 2011	Poster Session from 12:30 to 14:00
Removing (*)	Thursday June 23 rd , 2011	From 11:00 to 12:30

(*) Poster should be removed at the stated times.

The organisers are not responsible for loss or damage of those posters which are not removed by authors within the times of dismantling as indicated above. Posters not removed by their authors at the stated time, will be automatically destroyed.

Poster dimension and format

The poster must not exceed **90 cm wide and 150 cm high, PORTRAIT**

Language:

Your poster must be written in **ENGLISH**. **Please be available by your Poster throughout the poster visit.**

Poster Contents:

Each poster should contain the following elements:

1. Title of the selected abstract
2. Full names of contributing authors
3. Address of hospital/unit/institution
4. An introduction
5. Sections on the purpose of the study, methods, materials and results
6. A Conclusion (The conclusion is by far the most important part of the poster – the message should be clear and simple)

Text, tables and drawings for figures should be large enough to be seen at a distance of 2 metres. Illustrations should be used to convey important points; diagrams, graphs, bar charts, scatter grams, pie charts and photographs will enhance your presentation.

Make short statements, avoid long explanatory sentences.

Materials

In order to fit the poster board, your poster should not exceed **90 cm wide and 150 cm high (Portrait)**. Prepare your material beforehand so that it will fit neatly into the space available and can be easily attached to the board. Suitable fixing materials will be provided by the Conference organisers and assistance will be available on site.

Thin cardboard is more suitable than paper. Use a computer, or enlarge a typed text by photographic methods. If you can have your poster produced by your institution, the finished effect is more professional.

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