



GUIDELINES FOR PAPER PRESENTERS

*The following guidelines are provided for preparation and presentation of Scientific Papers at
RETINA CONGRESS 2009*

GENERAL COMMENTS AND TIMING

Thank you in advance for presenting your work as a scientific paper at **RETINA CONGRESS 2009**. We greatly appreciate the effort involved in performing and presenting your material, and we hope to offer you an excellent opportunity to share your results within the understandable time.

Because **RETINA CONGRESS 2009** must respect all speakers, and remain strictly on time, please prepare with efficient use of time in mind, as you will not be permitted to overrun. Also, we ask that all speakers take extra steps to maximize the exchange of information at this meeting. Papers are short and, out of necessity, extremely focused. Presenters are reminded that the audience is a highly sophisticated one and thus introductory remarks can be largely eliminated (e.g. "AMD is the leading cause of blindness in persons over age 55 in the developed world...") and speakers can "cut to the chase" in terms of study design and data presentation.

Speakers may wish to consider reading from a prepared script in order to keep their talk on time. Please note that there will not always be individual discussion time after all papers, but rather after a group of papers.

Please let us remind you that in accordance with ACCME Criteria and guidelines, all speakers are required to disclose any financial interest(s), or disclose no financial interest exists. Speakers with no financial disclosure are now required to state as such as part of their presentation. Also, any off-label uses of any drugs or devices mentioned in your presentation or listed on your audiovisual aids need to be disclosed. The disclosure of financial interest, as well as off-label uses of drugs or devices must be made both in an opening PowerPoint or Keynote slide prior to your content slides AND verbally during your presentation. Speakers failing to follow this new policy will not be permitted to continue their oral presentation

All members are responsible for declaring if their presentation involves research that involves human subjects, and should adhere to the accepted ethics of such research. Presenters at Retina Congress 2009 have a fundamental responsibility to safeguard the rights and welfare of the people participating in their research activities. Studies involving human subjects require special protections, depending on the nature of the study, such as informed consent, IRB approval, and protection of confidentiality, unless waived. If presenters are going to present data from patients, they will be required to include (on disclosure slide for those giving paper presentations, or printed on the poster) "Data from human research is presented."

GENERAL SESSION ROOM

2nd Floor - Metropolitan Ballroom

A dual podium system will be utilized. Speakers are encouraged to be ready at the front of the room immediately prior to their presentation so as to be able to step to the opposite unused podium immediately upon introduction.

The podium will be equipped with a microphone, an advance "enter" button for their graphic images, laser pointer, and an LED speaker countdown timer system.

If an audience member is designated to operate the laser pointer, it is the speaker's responsibility to provide a portable laser pointer for that person. The lectern laser pointer cannot be removed from the lectern.

AUDIO-VISUAL GUIDELINES

Speakers must check in to the Speaker-Ready Room at least 4 hours prior to their scheduled presentation time. If your presentation is very comprehensive (i.e. file size 2 gig, a lot of videos and/or audio), you are encouraged to visit the Speaker-Ready Room as soon as possible after your arrival at the hotel. Your last minute or late arrival may jeopardize other presentations. Please report to the Speaker Ready Room in a timely manner.

If the presentation is being given in the morning, speakers **must** check in **the day before**.

- Presenters are responsible to ensure that any attached video and audio files run correctly with their computer presentations. Presenters **must** review and confirm correct operation with the AV attendant in the Speaker-Ready Room. **Speakers are strongly encouraged to bring a backup DVD disk of all videos.**
- When possible, all video play back should be imbedded within the PowerPoint or Keynote program.
- The Speaker-Ready Room attendant will accept computer-generated presentations on either a DVD/CD -R disc or USB Memory Stick.
- Computer generated presentations should be set to display at 1024 x 768 resolution.
- All presentations must use electronic format, (i.e. PowerPoint, or Keynote). **NO EXCEPTIONS.** All must be preloaded on, and given from, the main computers for the meeting.
- Personal laptop connection at the podium is not permitted.
- Automatic playback/timings should not be used in your PowerPoint presentation.
- The computers provided for the Speaker-Ready Room and the General Session / Symposium will be equipped as follows:
Pentium Dual Core, 2.88GHz, 4G RAM, 60Gig HD, CD/ DVD, G.E. FORCE 9500 Graphics Card with 512MB dedicated memory.
MS VISTA OS
MS Office 2007 (PowerPoint 2007 for PC)
PowerPoint 2003 for PC
QuickTime 7.6.2 for PC
MS Explorer 8
- **Not all fonts will be available on the show computers.** Please bring any unusual or non-standard **font file(s)** you're using in your presentation (on CD or Memory Stick) for loading onto the show computers.
- Internet access will **not** be available in the Speaker-Ready Room or in the General Session/Symposium.
- The Speaker-Ready Room will be staffed with a PowerPoint Technician.
- The Speaker-Ready Room staff is not allowed to duplicate or replicate any other speaker's presentation.
- The Speaker-Ready Room is strictly to be used for pre-production for the meeting. It should not be used for meetings and social gatherings.
- The Speaker-Ready Room staff specializes in presentations. They are not allowed to provide IT solutions for your personal computers.
- Videos should be narrated live preferentially as opposed to playing a recorded narration. Background music can be played during the video presentation.
- The Speaker-Ready Room and General Session/Symposium rooms will be equipped with a (NTSC/PAL only) DVD player only.
- There will be no facility for the playback of videotapes of **any** type.

Pentium Dual Core, 2.88GHz, 4G RAM, 60Gig HD, CD/ DVD, G.E. FORCE 9500 Graphics Card with 512MB dedicated memory.

MS VISTA OS

MS Office 2007 (PowerPoint 2007 for PC)

PowerPoint 2003 for PC

QuickTime 7.6.2 for PC

MS Explorer 8

MACPRO Dual, 2.8Ghz Quad Core Xeon, 4G RAM, 320Gig HD, CD / DVD, NVIDIA QUADRO SX570 Graphics Card with 256MB dedicated memory.

MAC OS10.5

MS Office 2008 for MAC (PowerPoint 2008 for MAC)

Keynote 2009 for MAC

QuickTime 7.6.2 for MAC

No other type of software can be accommodated and speakers must make sure their version of PowerPoint / Keynote is correct prior to the presentation.

SPEAKER READY ROOM HOURS

3rd floor - Carnegie West room

Wednesday, September 30

9:00am – 8:00pm

Thursday, October 1

6:30am-6:30pm

Friday, October 2

6:30am-6:30pm

Saturday, October 3

6:30am-2:30pm

Sunday, October 4

7:30am-11:30am