

36th ANNUAL MEETING . 28 JUNE - 02 JULY, 2011

INTERNATIONAL UROGYNECOLOGICAL ASSOCIATION



IUGA 
international urogynecological association

INSTRUCTIONS TO PRESENTERS

The IUGA Meeting will feature five types of presentations:

- **Oral Podium Presentations** will be granted 8 minutes to present, followed by 4 minutes Discussion.
- **Oral Poster Presentations** will be granted 3 minutes to present, followed by 2 minutes Discussion. Presenters should also prepare a poster to be exhibited on the day of their presentation.
- **Video with Data Presentations** should include Video footage of 5 minutes, followed by 3 minutes of Data Presentation, and 2 minutes for Discussion
- **Video Presentations** will be granted by 8 minutes to present, followed by 2 minutes Discussion.
- **Unmoderated Posters** are exhibited as unmoderated/non-discussed posters only, to be displayed for the duration of the meeting.

If you are presenting an **Oral Podium** or **Oral Poster Presentation**, please observe the following points:

- Declare any relevant links to industry or other conflicts of interest **in your title slide**. You will also be requested to declare conflicts of interest at the start of your presentation.
- The Presenter of an oral presentation **must be** listed as an author on that abstract submission.
- The Presenter of an oral presentation may not be a full time employee of industry.
- **Do not exceed the time limits of your presentation:** 8 minutes for Oral Podium and 3 minutes for Oral Poster Presentations. If you exceed the time limit, you will be interrupted by the Chair.
- Powerpoint slides should be emailed as an attached file to office@iuga.org before **Wednesday, June 15, 2011**. These will then be forwarded to the session moderators. If your file size is too large to send by email, please use the following link to upload your slides:
<http://dropbox.yousendit.com/KristinDunn984445>
- Please note that only digital Powerpoint projection (Microsoft PowerPoint 97-2007) is possible- **there will be no slide projectors available**.
- Please use the following technical guidelines to prepare your slides:
 1. Videos and pictures must be located in the same folder of the PowerPoint presentation. Moreover, they need to be copied in the folder before they are inserted in the presentation.
 2. The videos included in the presentation shall have the following extensions: .avi, .mpeg,.mov, .wmv.
 3. For MAC-Users: Export your Keynote presentation to MS PowerPoint. Be aware of the need to edit/reformat the presentation - fonts, images and charts. For embedded movies please use the possibility of "Quicktime" to save the movie in "*.mpeg 1(2)", or "*.avi" format. Please try out the proper functionality of your presentation as soon as possible in the Slide Desk.

2011 Organizing Committee

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4. Please use Microsoft PowerPoint 97-2007 (*.ppt), to guarantee your presentation will open successfully on an on-site PC. We recommend that you save your PowerPoint presentation using PPT format or PPS.
 5. Only fonts which are included in the basic installation of MS-Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation.
 6. JPG, GIF, BMP compressed images are the preferred file format for inserted images (other types of extensions will be accepted as well, provided that they are recognized by PowerPoint).
 7. Supported data medias for downloading presentations are: CD, DVD (as Data-storage-medium) and USB-Memory (Stick). Please note that Floppy Disks are NOT supported.
- You can move slides during your presentation on your own using a pointer wireless mouse or the arrow keys of the keyboard.
 - Revised slides may be submitted to the staff in the Speaker's room **at least 3 hours prior** to the session, or the evening before for morning sessions (not later than 6:00pm). Please indicate your Presentation #. You can bring your Powerpoint slides on CD, floppy disk or USB-key. Personal laptops will not be permitted.
 - All versions of MS Powerpoint are accepted. If you are using embedded video clips in your presentation **please remember to submit video files separately.**
 - **Please speak slowly and clearly.** English is our common language but NOT the native language to most.
 - For **Oral Poster presentations**, please hang your poster according to **Presentation number** before 9 am on the first day of the meeting, and should be taken down after 12:30 pm on the last day of the meeting. IUGA will not be held responsible for posters after 12:30 pm on the last day of the meeting. Location of posters will be sent to you under separate cover.

For **Non-Discussed Posters** to be exhibited, please observe the following:

- Declare any relevant association with industry or other conflicts of interest on your poster
- Display Title, Institution, and Authors at the top of the poster
- Maximum poster size is 90cm (width) by 136cm (height) (approximately 3' x 4.5', vertical orientation)
- Poster boards and pins/adhesives for hanging are supplied in the Poster Area. Your **Presentation#** will be displayed at the top of the relevant poster board.
- Non-discussed Exhibited Posters should be hung according to **Presentation#** before 9 am on the first day of the meeting, and should be taken down after 1:30 pm on the last day of the meeting. IUGA will not be held responsible for posters after 1:30 pm on the last day of the meeting. Location of posters will be sent to you under separate cover.

Preparation of **Video Presentations**

- Please present a copy of your video on disk or external drive to the Speaker Ready Room at least 3 hours before your presentation.
- Video authors must be present during viewing of the video.
- Presentation time is 8 minutes followed by 2 minutes Discussion.

Preparation of **Video with Data Presentations**

- Please present a copy of your video on disk or external drive to the Speaker Ready Room at least 3 hours before your presentation.
- Presenting author should stand by the stage during the showing of the video, ready to begin presentation of data at the podium immediately following.
- Video presentation time is 5 minutes followed by 3 minutes of data presentation and 2 minutes Discussion.

Slide Outline Suggestions

For the slides for **Oral Poster Presentations**, the following outline is suggested:

Slide 1: Title, authors, institutions, Disclosure

Slide 2: Briefly mention Background and Aims of study.

Slide 3: Results: Use brief bullet points, use a maximum of one table or graph

Slide 4: Clinical and Scientific Significance: What is already known on this topic? What does this study add? Should we change our practice based on this study?

For the slides for **Oral Podium Presentations**, the following outline is suggested:

Slide 1: Title, authors, institutions, Disclosure

Slides 2-8: Background, Materials and Methods, Results

Slide 9: Conclusions

Slide 10: Clinical and Scientific Significance: What is already known on this topic? What does this study add? Should we change our practices based on this study?

For the slides for **Video with Data Presentations**, the following outline is suggested:

Slide 1: Summary of presented video (i.e. new technique, procedure, etc.), Disclosure

Slide 2 -4 :Background, Materials and Methods, Results

Slide 5 :Conclusions

Slide 6 :Clinical and Scientific Significance: What does this video/procedure/study add to our current clinical practice ?

Again, if your presentation exceeds the time limit due to too many slides, the chairman will interrupt your presentation to keep the session on schedule.

IMPORTANT

Previous Publication

The quality and scientific integrity of the abstracts presented at an IUGA Annual Meeting rests with the contributing authors. Your abstract should not result in a publication before presentation at the IUGA meeting. Disciplinary action will be taken against authors who have knowingly presented previously published data at an IUGA Annual Meeting.