

8th Biennial ISAKOS Congress
May 15-19, 2011 • Rio de Janeiro, Brazil

Paper
Guidelines & Upload Instructions for Presentation Files

As Presenting Author, it is your responsibility to inform your co-authors of the information included in this e-mail.

Questions?

Please contact the ISAKOS Office with any questions you may have as the ISAKOS Biennial Congress approaches. **The BEST method for contacting the office is via e-mail to isakos@isakos.com.** Written correspondence should be directed to the following address:

ISAKOS Office
2678 Bishop Drive, Suite 250
San Ramon, CA 94583
USA
phone: +1 925-807-1197
fax: +1 925-807-1199

REGISTRATION

All Paper presenters at the ISAKOS Congress are required to register and pay a registration fee for the Congress. The Presenting Author is eligible to register for the ISAKOS Congress at a discounted fee. ISAKOS is unable to discount additional authors' registration fees, waive registration fees, or reimburse travel expenses. Please note: Presenters will not receive the registration discount until the Online Acceptance process is complete.

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|--------------------------------|----------------|
| ISAKOS Member Paper Presenters | US \$725.00 ** |
| Non-Member Paper Presenters | US \$800.00 ** |

ADDITIONAL REGISTRATION DISCOUNTS - MEMBERSHIP

To receive a discount for Congress registration as well as many other benefits, become a member of ISAKOS. Complete the Membership Application online at www.isakos.com before March 31, 2011 to register for the Congress as an ISAKOS Member.

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|---------------|----------------|
| ISAKOS Member | US \$725.00 ** |
| Non-Member | US \$975.00** |

For information about travel, accommodations, the scientific program, and registration, or to download the ISAKOS Congress Preliminary Program, please visit the ISAKOS website at www.isakos.com.

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SPEAKER READY HOURS

| | |
|-------------------|---|
| Saturday, May 14 | 09:00-18:00 (At ISAKOS Pre-Course at Windsor Barra) |
| Sunday, May 15 | 07:00-17:00 |
| Monday, May 16 | 07:00-17:00 |
| Tuesday, May 17 | 07:00-13:00 |
| Wednesday, May 18 | 07:00-17:00 |
| Thursday, May 19 | 07:00-12:00 |

Technical Questions: If you have technical questions, please e-mail JC Charlebois at jc@integratedevents.com . Copy Phil Haney at haney@integratedevents.com.

Equipment: A central computer, laser pointers and microphones will be available to all presenters.

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Paper Presentation Guidelines

Please note, we are allotting **6 minutes** for delivery of an oral paper. You should utilize approximately 12 slides in your podium presentation. The following information must be included in your presentation slides:

- The first slide must include the title and authors
- The second slide must include the mandatory faculty disclosure slide updated with your company affiliations and/or conflict of interest notifications as noted in your Financial Disclosure Statement.
- The last slide should include references.

The moderators will be instructed to strictly adhere to the timetable. It is extremely important you do not go over your time allotment and erode into the discussion time period. The course participants in the past have evaluated discussion of papers to be one of the most informative and enjoyable portions of the meeting. Your compliance with this will be most appreciated.

Paper Presentations may be submitted in **Power Point or Key Note format, and may contain video.**

Paper Presentations do not require an Outline or Handout – your Abstract will serve as your handout. Please see the “Upload Presentation Instructions” below for information on how to upload your podium presentation.

Paper

Guidelines & Upload Instructions for Presentation Files

Upload Instructions

*PRESENTATION UPLOAD DEADLINE – **March 15, 2011***

Instructions to Upload Your Presentation

Uploading your presentation in advance is required by ISAKOS and our CME provider. Once uploaded, a technician will download your presentation, check it to ensure it loads and is correctly formatted, and that it is compatible with the meeting's software and computers. **Paper Presenters will have the ability to review and approve your presentation on-site in the Speaker Ready Room.** ISAKOS will utilize a central computer system for all presentations during the 8th Biennial ISAKOS Congress.

35 mm slides will not be allowed. Please read the following information carefully.

PREPARING FOR A CENTRAL COMPUTER PRESENTATION

1. All presentations must be prepared using PowerPoint or Key Note.
2. Upload the presentation to the ISAKOS Program Manager before March 15, 2011.
3. Save a copy of the presentation to CD-R (no CD-RW), a Flash Drive, or 'Thumb' Drive.
4. **Bring a back-up copy** of your presentation with you to Rio de Janeiro, even if you have uploaded it on-line (See Below)

BEFORE YOU COME TO RIO DE JANEIRO

1. Please upload your Presentation on-line by March 15, 2011.
2. Go to the [ISAKOS Program Manager Page](http://www.isakos.com/accept.aspx?conferenceid=7) - <http://www.isakos.com/accept.aspx?conferenceid=7>
3. Please log in using your ISAKOS email and password. If you do not know your password, please [click here](#). Your password will be emailed to you.
4. Find the title of the podium presentation you would like to upload and click on UPLOAD FILES. Follow the instructions to browse and find the file in your computer.
5. This system allows the ISAKOS audio visual staff to check your presentation for any formatting or technical problems prior to the meeting.
6. The following information must be **included in your presentation slides**:
 - o The first slide must include the title and authors
 - o The second slide **must** include the mandatory faculty disclosure slide updated with your company affiliations and/or conflict of interest notifications as noted in your Financial Disclosure Statement.
 - o The last PowerPoint slide should include references.
7. Any changes you may make later can be handled easily on-site.
8. **The deadline for uploading is March 15, 2011.**

Paper

Guidelines & Upload Instructions for Presentation Files

Upload Instructions, continued

WHEN YOU COME TO RIO DE JANEIRO

1. Come to the Speaker Ready Room, located on the second floor of the Rio Centro Convention Center in Room 206, at least one day prior to your presentation to review your presentation with the ISAKOS audio visual team. **THEY WILL BE EXPECTING YOU.**
 2. Bring the travel (USB) drive with the copy of your presentation.
 3. We will have practice stations in the Speaker Ready Room available for presenters to practice their presentations but these stations are limited to 7 minutes if there are other presenters waiting. You can also bring your laptop to the Speaker Ready Room if you wish to have a place to practice your presentation for a longer period of time during Speaker Ready hours. We will also have personnel available that can assist you with changes / problems with your presentation. Your laptop can also serve as a back-up in case the presentation has not transferred accurately.
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IMPORTANT WARNINGS

- Please note that presentations may be done on PCs or Macs.
- Work with an expert in the preparation of computer presentations.
- Most computers in the Speaker Ready Room and Session Rooms will be PC-based (not Mac). It is ***highly recommended to use Power Point as there will only be on MAC in each Concurrent Session Room.***
- If audio and video clips are part of your presentation, be certain to identify the clips used and locate them in a single Windows file folder along with the presentation program itself.
- If using Power Point for Mac, and you have Quicktime videos, you must convert the videos to mpeg-1 or avi files. PowerPoint for Windows will not accept Quicktime video files.
- If the presentation uses anything other than the very basic Windows fonts, please include file copies of the font (*.ttf) files with the PowerPoint program. *We recommend standard Windows sans serif type faces like Arial.*