

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

Faculty Presentation Guidelines & Upload Instructions

*OUTLINE/HANDOUT DEADLINE – **February 28, 2011.** OUTLINES ARE MANDATORY.*

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

All Faculty are required to upload both an Outline/Handout and their Presentation in advance, including ISAKOS Congress Pre-Courses, ISAKOS Congress Concurrent Sports Rehabilitation Course, and all ISAKOS Congress Scientific Session.

Guidelines for Outlines or Handouts Submission

ISAKOS will be publishing the *ISAKOS Media Collection: Volume III* online via the ISAKOS website for all registered Congress attendees. This online resource will include the outlines for all Instructional Courses, lectures and symposia.

Outlines must be submitted as PDF files.

Please submit your outlines as follows:

1. You are required to upload your Outline on-line by February 28, 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 Presentation you would like to upload and click on UPLOAD OUTLINE. Follow the instructions to browse and find the file in your computer.
 5. Outlines are limited to 4 pages per presentation.
 6. Outlines must be submitted **no later than February 28th**.
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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. **You 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.

NEW for 2011! ISAKOS will now be accepting Power Point and Key Note files for podium presentations during the ISAKOS Congress.

Note for ICL Faculty:

ISAKOS will not have Mac computers available in your ICL presentation room for use of Key Note files. If you would like to use a Key Note presentation file, you can plug your laptop in, and run your presentation directly from your laptop. Please upload your files in advance, even if you will use your own laptop.

PREPARING FOR A CENTRAL COMPUTER PRESENTATION FOR CONCURRENT SESSIONS

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 FILE. 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:**
 1. The first slide must include the title and authors
 2. 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.
 3. The last PowerPoint slide should include references.
7. Any changes you may make later can be handled easily on-site.
8. **The deadline for PowerPoint uploading is: March 15, 2011.**

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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.

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 one 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.*

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Congress Information

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

REGISTRATION

All 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: Paper Presenters will not receive the registration discount until the Online Paper Acceptance process is complete.

Registration Category	February 1 – March 31, 2011
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.

Registration Category	February 1 – March 31, 2011
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.

SPEAKER READY HOURS

Saturday, May 14	09:00-18:00 (Windsor Barra)	Tuesday, May 17	07:00-13:00
Sunday, May 15	07:00-17:00	Wednesday, May 18	07:00-17:00
Monday, May 16	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.