Instructions for Oral Presentations

An e-mail notification will be sent to all submitting authors of abstracts accepted for oral presentation by the mid of February, 2012. Please note that this email will include your “Final Abstract ID Number” which is to be used for your presentation as well as for any further correspondence. You are requested to hand-in your presentation at the:

Speakers Preview Room
Please refer to signage onsite:
✔ the day before your presentation if you are scheduled to present before 12:00 or
✔ on the morning of your day of presentation if you are scheduled to present after 12:00
✔ in any case at least 120 minutes prior to the session

Speakers Preview Room Opening Hours*
✔ Thursday 24 May  14:30 – 20:00
✔ Friday 25 May      07:30 – 18:30
✔ Saturday 26 May    07:30 – 18:30
✔ Sunday 27 May      07:00 – 11:00
*Subject to change

Speakers Preview Room Facilities
✔ Reviewing your PowerPoint presentation
✔ Last minute alterations of your PowerPoint presentation
✔ Expert advice by the technical IT staff

Technical Guidelines
To enable the staff to handle the technical aspects in an adequate way, the presentations should be prepared according to the following guidelines: All presentations will be presented at a resolution of 1024 by 768 pixels on a PC with Windows XP and PowerPoint 2007.
✔ Downloaded on the central server from your USB key or CD-Rom
✔ Your presentation should be PC formatted, not Mac formatted
✔ Your presentation should be prepared in PowerPoint 2003 or higher
✔ Preferred page set-up landscape orientation (portrait orientation – such as handout and A4 will not be displayed properly due to ratio 4:3)
✔ Use high-contrast lettering and readable fonts (minimum font size 24)
✔ Use high-contrast colours: Light text on dark background or vice versa
✔ Use of standard fonts
✔ A maximum of seven (7) lines per slide and five (5) words per line will improve the communication value of your slide

Room Set-up, Equipment and Material
Oral presentations will take place in the main plenary Grand Ballroom I & II of the IOF Regionals Brazil 2012 Meeting. It is equipped with the right amount of projectors, screens and microphones. The standard set-up will consist of theater-style seating with a head table for the chairs and a speaker’s lectern on the raised podium.
NOTE: The organizers cannot guarantee projection of presentations handed in later than 120 minutes prior to the sessions. Should you have any queries, please do not hesitate to contact Monica Calo, IOF Latin America Regional Coordinator at mcalo@iofbonehealth.org.
Instructions for Poster Sessions

E-mail notification will be sent to the submitting author of all abstracts accepted for poster presentation by the mid of February 2012. Please note that this e-mail will include your “Final Abstract Number”. This number is to be used for your presentation as well as for any further correspondence. Each poster was assigned a session title, date and time at which the presenting author should be present.

Poster Size
✓ Portrait style
✓ Minimum Height 120 cm - Maximum Height 180 cm
✓ Minimum Width 80 cm - Maximum Width 95 cm

Poster Display and Presentation

<table>
<thead>
<tr>
<th>Poster N°</th>
<th>Day Assigned</th>
<th>Mounting 1</th>
<th>Display 2</th>
<th>Presentation 3</th>
<th>Dismantling 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>P100 – P150</td>
<td><strong>Friday May 25</strong></td>
<td>09:00-09:45</td>
<td>09:00-18:00</td>
<td>13:15-14:00</td>
<td>16:30-17:45</td>
</tr>
<tr>
<td>P151 – P202</td>
<td><strong>Saturday May 26</strong></td>
<td>09:00-09:45</td>
<td>09:00-18:00</td>
<td>13:15-14:00</td>
<td>16:30-17:45</td>
</tr>
</tbody>
</table>

1 Mounting:  Mounting material will be available at the Poster Help Desk and/or on the poster board.

2 Display:  Posters should be displayed according to your assigned poster number on assigned day.

3 Poster Presentation Schedule: All authors are kindly requested to be present at their posters.

4 Dismantling: Posters need to be dismantled after the last Afternoon Coffee Break of assigned day. The Meeting Organizers take no responsibility for posters which are not dismantled on time.

Should you have any queries, please do not hesitate to contact Monica Calo, IOF Latin America Regional Coordinator at mcalo@iofbonehealth.org.

Important Note for both Oral and Poster Sessions

Presenting authors of accepted abstracts are required to be registered delegates and be responsible for all expenses incurred in the production of their presentations, travel and accommodation during the Meeting.