Instructions for Oral Presentations

An e-mail notification will be sent to all submitting authors of abstracts accepted for oral presentation by the end of July, 2011. 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
Located at the Al Rimal Room, by the Meet-the-Expert session rooms:
✓ 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*
• Wednesday, October 19  13:00 – 19:30
• Thursday, October 20  07:30 – 18:30
• Friday, October 21  07:30 – 18:30
• Saturday, October 22  08:00 – 11:00
* subject to change upon written notice

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 of the IOF Regionals – Dubai 2011 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 Fina Liu at fliu@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 end of July, 2011. 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 to the presenting author should be present.

Poster Viewing
✓ Portrait style
✓ Minimum Height 120 cm - Maximum Height 150 cm
✓ Minimum Width 80 cm - Maximum Width 90 cm

Poster Viewing
Posters are available for viewing on Wednesday, October 19 from 19:00 to 21:00, on Thursday, October 20 and Friday, October 21 from 08:00 to 18:00, and on Saturday, October 22 from 09:00 to 11:00.

Poster Presentation
Presenting authors should be present at their posters according to the following schedule:

<table>
<thead>
<tr>
<th>Thursday October 20</th>
<th>Friday October 21</th>
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<tbody>
<tr>
<td>11:00 – 11:30</td>
<td>10:30 – 11:00</td>
</tr>
<tr>
<td>16:00 – 16:30</td>
<td>16:30 – 17:30</td>
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</tbody>
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Poster Mounting, Display and Dismantling

Mounting: Thursday October 20, 2011
09:00 – 09:30 Poster Mounting (mounting material will be available at the Poster Help Desk and/or on the poster board)

Display: Thursday October 20 and Friday October 21, 2011
09:00 – 18:00 Posters should be displayed according to your assigned poster number.

Dismantling: Saturday October 22, 2011
11:00 – 11:30 Posters need to be dismantled immediately after the last Coffee Break
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 Fina Liu at fliu@iofbonehealth.org.

Important Note
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.