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 June 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
Located at the Ayla Hall, on the ground floor by the Registration Area:

✓ 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 September 27  14:00 – 19:30
- Friday September 28  07:45 – 18:30
- Saturday September 29  07:45 – 18:30
- Sunday September 30  08:00 – 11:30
* 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 2007 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 Room Wadi Rum of the IOF Regionals Jordan 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.

We also wish to remind you to disclose all potential conflicts of interest to the audience prior to each presentation, in a single slide following the opening slide of your presentation.

Furthermore, please ensure that all materials referred to or included in your presentation or otherwise used in the Meeting are protected under copyright and/or other intellectual property right laws and that you warrant that you have all rights to the use of this material and that such use is in accordance with applicable laws.

Any opinions, advice, statements, services, offers, or other information or content of any kind expressed, provided or made available by any of the speakers to the Meeting are only that of the participants themselves, and not IOF’s. IOF does not guarantee nor endorse the accuracy or reliability of any such information.

NOTE: The organizers cannot guarantee projection of presentations handed in later than 120 minutes prior to the sessions.
Instructions for Poster Presentations

E-mail notification will be sent to the submitting author of all abstracts accepted for poster presentation by the end of June 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 to 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 Mounting, Display and Dismantling**

**Mounting:** Friday September 28, 2012 09:00 – 09:30

Poster Mounting (mounting material will be available at the Poster Help Desk and/or on the poster board)

**Display:**
- Friday September 28 09:00 – 18:00
- Saturday September 29 09:00 – 18:00
- Sunday September 30 09:00 – 11:00

Posters should be displayed according to your assigned poster number.

**Dismantling:** Sunday September 30 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.*

**Poster Presentation Schedule**

All authors are kindly requested to be present at their posters at the following times:

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<thead>
<tr>
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<th>Friday September 28</th>
<th>Saturday September 29</th>
<th>Sunday September 30</th>
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<td>10:30 – 11:00</td>
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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.