



THE INTERNATIONAL SOCIETY OF SURGERY ISS/SIC INTERNATIONAL SURGICAL WEEK ISW 2011

Scientific Secretariat ISW 2011, Seltisbergerstrasse 16, 4419 Lupsingen, Switzerland
Tel: +41 61 815 96 67 Fax: +41 61 811 47 75 e-mail: surgery@iss-sic.ch



Guidelines for Abstract Presentation at ISW 2011

Registration

The **Presenting Author** (same family name and given name as on the abstract) **must have fully registered and paid for ISW 2011 by May 13, 2011** (www.isw2011.org) in order to have the accepted presentation in the final program and abstract book. Submissions of non-registered Presenting Authors will be excluded from the Program and the Abstract Book. Details, day and time of your presentation will be communicated by the end of June 2011 to the presenting author at the given e-mail address.

Disclosure Form

The Presenting Author of an accepted Abstract **must submit a completed Disclosure Form by May 13, 2011** to ISS/SIC (surgery@iss-sic.ch, Fax: +41 61 811 47 75) which includes his **personal information AND title and identification number of the Abstract(s)** to be presented. **Presenting Authors who do not return the Disclosure Form by deadline will be excluded from presenting at ISW 2011** and the abstract will not be published in the Abstract Book.

Publication of Abstracts

The name of the Presenting Authors can be found in the index at the end of the Congress Handbook which will be distributed upon registration in Yokohama. Furthermore, the Abstract will be published in a special issue of World Journal of Surgery which includes an index of Presenting, Second and Third Authors as indicated only.

Projection Facilities

All meeting rooms are equipped with PowerPoint projection facilities only. Video/CD-Rom presentations are to be prepared as regular computer presentations since no equipment for showing Video Tapes will be available. All projection presentations need to be uploaded to a Central File Server and from there it will be distributed to the local drive in the relevant meeting room. A speaker preparation center will be established at the Convention Center and all presenters must check in their CD-ROM's, laptops, memory sticks or other material in good time, 2 hours prior to the presentation at the latest. Each meeting room will be staffed by a technician to ensure a smooth presentation. If you wish to present with any medium which is not commonly used it is advised to notify the congress organizers well in advance (isw2011@convention.co.jp) and to make sure to check-in the presentation as early as possible. Costs for special requests for need of hard- and/or software might have to be charged to the presenter.

Free Paper (oral) presentation

Time allotment for Free Papers in general is 6 minutes presentation followed by 3 minutes discussion. Presentation times of Free Papers in the program of the various societies and in Prize Sessions differ slightly from the general rule.

The sessions will be moderated by two experts in the field who have been requested to strictly respect the timing to guarantee a smooth running of the session. Please refer to the paragraph "Projection Facilities" for the preparation of your projection.

Video/CD-ROM presentation

A maximum presentation time of 12 minutes has been allotted for each Video/CD-ROM presentation, followed by some 3 minutes discussion time. Video sessions are moderated by two experts in the field who have been requested to strictly respect the timing. Please refer to the paragraph "Projection Facilities" for the preparation of your Video/Computer presentation.

Poster Discussion presentation

The posters in this category should be mounted before Monday noon, August 29, 2011 and be removed on Thursday afternoon, September 1, 2011, 12:00-16:00 hrs. Additionally the posters will be discussed in a regular meeting room (or during a Poster Walk at the Poster Board directly) and the session will be moderated by experts in the field. Presenting Authors of Poster Discussion presentations in a regular Meeting Room are requested to prepare 3 PowerPoint slides of the Poster (overall picture, introduction of the problem, solution). For the preparation of your pictures, please refer to the paragraph "Projection Facilities". For the preparation of your Poster, please refer strictly to the guidelines as below. Suspension material for your poster will be available.

Poster Exhibition Only presentation

The posters in this category should be mounted before Monday noon, August 29, 2011 and be removed on Thursday afternoon, September 1, 2011, 12:00-16:00 hrs. For the preparation of your Poster, please refer strictly to the guidelines as below. Presenting authors are requested to be at the poster during the following times:

Tuesday, August 30, 2011, 13:15-14:00

Suspension material for your poster will be available.

Poster Board

The Poster Board is 88 cm (34.64 inches) wide and 145 cm (57.08 inches) high. Please be aware that there is no space for excessive sizes of your Poster and therefore you are urged to prepare your Poster to meet strictly the limitations given. We recommend to subdivide the Poster into 6 or 8 squares and suggest that you introduce the problem at the upper left hand field and summarise it at the lower right hand field.

POSTER BOARD

