

## If you are a chairperson

Locate your session room as soon as possible.

You must arrive in your session room 15 minutes before the beginning of the session.

We remind you that:

- The room must be cleared exactly in accordance with the program schedule.
- Discussion time must comply with the allowed timing
- Discussants should clearly state their name, institution and country.
- Participants should not speak without permission from the chairperson
- Time allocated to presentations includes discussion

## If you are a speaker

Locate your session room in due time.

Speakers are requested to hand in their slides at the **preview room**.

**Laptops are not allowed in the session room.**

You should be in your session room 10 minutes before the beginning of the session and meet with the chairperson. Please comply strictly with the instructions given by the chairperson, especially with regard to your time allowance.

### Disclosure of potential conflicts of interest

Speakers of EUROGIN 2011 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on your first slide. There is no need to read it out in detail.

### Presentation Requirements and Formats

Only files compatible with PCs can be accepted (no MAC, no UNIX). Please prepare your presentation using Power Point 2007 or prior versions, Open Office, PDF.

The Microsoft PowerPoint 97-2007 version of MS PowerPoint will be used for the presentations.

If you have video files attached to your power point presentation, these must be in one of the following formats: .mpeg, .avi or .wmv.

We recommend to avoid the .mov (quicktime) format.

Should you have .mov files, please export them to .avi format. When saving your final presentation to a CD or a USB memory stick, make sure you include your video files (if any) and all links to these multimedia files. Please use only the common PC fonts included in the basic installation of MS Windows (Arial, Times, ...) with your PowerPoint presentation and the Wingdings symbols for any special characters.

- The Preview System supports presentations prepared with the following tools (latest versions):
  - MS Office
  - Adobe PDF
- Presentations prepared on a Macintosh: these need to be converted to be compatible with the Preview System:
  - Save your Impress presentation as a PowerPoint file (PPT)
  - Export your Keynote presentation to MS PowerPoint. Be aware of the need to edit/reformat the presentation - fonts, animations, images and charts. For embedded movies please use the possibility of "Quicktime" to save the movie in ".mpeg 1(2)", or ".avi" format.
  - Please try out the proper functionalities of your presentation as soon as possible in the Preview Room.

- The Preview System supports the Standard Western European fonts. If the presentation contains special characters or needs other fonts, they have to be provided by the speaker in the Preview room.

- Slides must be sized for an on-screen show of 4:3 and NOT 16:9. considering a native projection resolution of 1024\*768.
- The video files attached to the presentation must be located in the same folder as the presentation files.
- JPG, GIF, BMP compressed images are the preferred file format for inserted images (other types of extensions will be accepted as well, provided that they are recognized by PowerPoint).

### Handing in your file

Your computer file must be handed in to the personnel in the preview room either as a CD, DVD, external hard drive or on USB memory stick, as early as possible :

- in the morning for afternoon sessions
- the day before the presentation for sessions scheduled for the following morning.

**In any case, presentations must be handed in at the Preview Room three hours before the beginning of the session at the latest!**

Sessions are tightly scheduled and strict compliance with the allotted time frame is essential.

### Preview room (1.11)

The slides preview room is located on level 1, in Room 1.11, in the central foyer, opposite the cafeteria. The preview room is fully equipped for slide and computer projections. Qualified personnel is available for receiving the slides/files which will be checked before being forwarded to the projectionists at the appropriate time. **Speakers will not have access to the projectionists, therefore they must hand in their slides to the preview room 3 hours before the beginning of their session at the latest. Slides for early morning sessions must be handed in on the previous day.**

Computers are also available for presenters who wish to carry out some last-minute work on their presentations.

Speakers will be able to check their presentations and, if needed, to make slight modifications.

A team is available in the preview room to assist the speakers with these different steps.

The following mass storage devices are accepted:

- CDROM / DVDROM
- USB memory stick
- External hard drive
- Laptop

### WARNING

**No presentation can be directly downloaded on the conference room computer**

### Press / Speakers room (1.06)

Speakers who need a place to work on their papers for a longer time may go to the "Press/Speakers room" located in the exhibition area (room n° 1.06).

### Preview and Speaker rooms - Opening hours

- Saturday, May 7: 3.00 pm - 7.00 pm
- Sunday, May 8: 7:30 am - 7.00 pm
- Monday, May 9: 7:00 am - 7.00 pm
- Tuesday, May 10: 7:00 am - 7.00 pm
- Wednesday, May 11: 7:00 am - 1.00 pm

### Breakout rooms

Rooms 1.02, 1.03, 1.04, 1.05, 1.07, 1.07, 1.09, 1.10, 1.12, 1.13 and 1.14 are used as private breakout rooms.

### In the conference room

The equipment in the conference room is exactly the same as in the preview room.

The files downloaded in the preview room are automatically backed up and transferred without any modification to the conference room.

A technician is available before and during the presentation in the conference room, to assist the speaker if required.

In the conference room, the following equipment is available:

- 1 videoprojector
- 1 computer with a mouse
- You can move slides during your presentation on your own using a pointer wireless mouse or the arrow keys of the keyboard.
- All speakers whose presentations do not comply with these guidelines are kindly requested to contact the Preview Room as soon as possible.

### Privacy of presentations

At the end of the congress, we systematically remove and delete all presentations and associated files.

We do not keep or transfer files to third parties unless requested and authorized by the author or a member of the organization committee.

### Poster presentations

All posters are displayed in Hall 5 ("Pavilion 5"), facing conference rooms 5A, 5B and 5C. Only one board side will be allocated to each participant. Poster boards are sized 0.95 m (width) x 1.50 m (height).

To fit conveniently on the poster boards and guarantee correct exposure for the reader, posters should comply with the following size limits:

Maximum width = 0.90 m

Maximum height = 1.50 m

Authors are requested to ensure installation and removal of their posters on the designated boards, in accordance with the following schedule:

Installation: Saturday, May 7, from 4 pm to 6.30 pm / Sunday May 8, from 8 am to 9.30 am

Dismantling: Wednesday, May 11, from 1 pm to 4 pm

Fixing devices can be obtained from the General Welcome desk.

Poster boards are numbered according to the program.

**The Organizing Committee declines liability for any loss or damage incurred to posters left on their board beyond the indicated time.**

Authors are requested to stay close to their poster during the breaks (coffee and lunchtime breaks).

### Disclosure of potential conflicts of interest

Poster presenters of EUROGIN 2011 are required to disclose their potential conflicts of interest. Consequently, a conflict of interest statement should be included on the poster.

### CME Accreditations

EUROGIN is accredited by the European Accreditation Council for Continuing Medical Education (EACCME) to provide the following CME activity for medical specialists. The EACCME is an institution of the European Union of Medical Specialists (UEMS), [www.uems.net](http://www.uems.net).

"EUROGIN 2011 - HPV Associated Diseases and Cancer - from Reality now to the Future" is designated for a maximum of 21 hours of European external CME credits. Each medical specialist should claim only those hours of credit that he/she actually spent in the educational activity.

EACCME credits are recognized by the American Medical Association towards the Physician's Recognition Award (PRA). To convert EACCME credit to AMA PRA category 1 credit, contact the AMA.

### EACCME credits

Each medical specialist should claim only those hours of credit that he/she actually spent in the educational activity. The EACCME credit system is based on 1 ECMEC per hour with a maximum of 3 ECMECs for half a day and 6 ECMECs for a full-day event.

A CME certificate with the above accreditation details will be given to each participant.