

INFORMATION FOR ASBMR 2010 ANNUAL MEETING CONCURRENT ORAL PRESENTATIONS

Your work has been highly valued by a stringent peer review system and is expected to receive a lot of attention at the scientific meeting. The ASBMR Program Committee asks that you take considerable care with its presentation. Please rehearse your talk with your colleagues so that you are confident your presentation is clear, the slides are easy to read and understandable, and you do not run over the time allotted. Be prepared to answer questions on your work. If you feel you are unable to give a clear presentation and/or to fully understand and answer questions, the talk should be given by a colleague who can. If this is the case and another colleague will make the presentation on your behalf, the colleague should make sure to notify the moderators of this change prior to the start of the session. If you have received NIH or other funding for the work presented in your presentation and/or have any Conflict of Interest information, please make sure to include acknowledgment of this support or disclosure information on the second slide of your presentation. It is not necessary to acknowledge every co-author verbally; this acknowledgement should be made on a slide included in your presentation.

Also, ASBMR must be informed immediately if a paper is to be or has been published in print before the meeting.

If your presentation is treatment-related, you must give a balanced view of therapeutic options by providing several treatment options, whenever possible, and by always citing the best available evidence.

SLIDE PRESENTATION INSTRUCTIONS

Slide Type:

Data projectors for Microsoft PowerPoint (ONLY) will be provided in all Working Group session rooms at the ASBMR Annual Meeting. NOTE: 35mm slide projectors will NOT be provided. You will need to prepare your slides using PowerPoint. You may use an IBM-compatible or Macintosh version of PowerPoint.

File Name: PowerPoint files should be saved in the following way (separated by underscores):

“Date_Room_StartTime_LastName_FirstName_presentation number.ppt” (if applicable)

(e.g., 101710_103A_1200_Smith_Scott_WG1556.ppt)

(Do NOT use the abstract control number.)

(Please note: ONLY abstract-based presentations will have a presentation number.)

Slide Submission (REQUIRED): All presenters **MUST** submit their slides by one of the following options: e-mail, on-line upload or mail to AVMG (ASBMR's vendor for audio-visual services and equipment) **BY Friday, October 8, 2010:**

MAIL OPTION:

AVMG

Attn: ASBMR

3310 Matrix Drive, Suite 200

Richardson, TX 75082, USA

EMAIL OPTION:

asbmr@avmg.com

ONLINE OPTION:

<http://www.speakerconcierge.com/asbmr>

If you send your slides by mail, it is your responsibility to ensure that they are received by **Friday, October 8**. If sent by mail, your slides may be submitted on a floppy disk (if they fit), a zip disk, a CD-ROM, or a USB Memory Stick.

Imbedded Video: If you plan to include an imbedded video with your presentation, be sure to contact AVMG, so they can make sure that all the necessary files have been received. AVMG can be reached at asbmr@avmg.com or at Tel: (800) 283-2864 or Tel: (214) 343-2864 (if outside the US).

Upon receipt of your slides, AVMG will proof and test your presentation and confirm receipt of your slides.

Review of Slides (REQUIRED): All speakers must check into the Speaker Ready Room 24 hours prior to your presentation. At that time, you may review your slides. The Speaker Ready Room is located in Room 715A, in the Metro Toronto Convention Centre (South Building). We encourage you to review your slides in the Speaker Ready Room to ensure all Greek characters and graphs transferred successfully. Review of slides must also occur at least 24 hours prior to your presentation. The Speaker Ready Room will be open during the following times:

Thursday, October 14	9:00 am – 5:00 pm
Friday, October 15	7:00 am – 5:30 pm
Saturday, October 16	7:00 am – 5:30 pm
Sunday, October 17	7:00 am – 5:30 pm
Monday, October 18	7:00 am – 5:30 pm
Tuesday, October 19	7:00 am – 11:00 am

Questions: If you have any questions, please e-mail AVMG at asbmr@avmg.com or call AVMG at (800) 283-2864 or (214) 343-2864 (if outside the US).