

INFORMATION FOR ASBMR 2011 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 session rooms at the ASBMR Annual Meeting. 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_program number.ppt” (if applicable)

(e.g., 091711_103A_1200_Smith_Scott_WG1556.ppt)

(Do NOT use the abstract control number.)

(Please note: ONLY abstract-based presentations will have a program 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, September 9:

MAIL OPTION:

ASBMR @ AVMG

Attn: IT Dept

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, September 9. 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 28 B, in the San Diego Convention Center. 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, September 15	9:00 am – 5:00 pm
Friday, September 16	7:00 am – 5:30 pm
Saturday, September 17	7:00 am – 5:30 pm
Sunday, September 18	7:00 am – 5:30 pm
Monday, September 19	7:00 am – 5:30 pm
Tuesday, September 20	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).