



XXII Congress of the International Society on Thrombosis and Haemostasis

July 11 – 16, 2009

Boston Convention & Exhibition Center, Boston, USA

SPEAKER INSTRUCTIONS AND AUDIO-VISUAL EQUIPMENT

Important Points

- Each meeting room will be equipped with a computer and an LCD projector for PowerPoint presentations.
- PowerPoint presentations must be handed in at least two hours prior to the lecture.
- Speakers can check and hand in their presentation at the Speakers' Preview Room located in Room 251

Available audiovisual material for your presentation:

- Single Power Point projection (PC compatible mandatory)

How to hand in your MS-PowerPoint presentation

- You can use various storage media: USB memory units, CD-Rom, DVD

Speakers' Preview Room (SPR)

- At the SPR you can check and rehearse your PowerPoint presentation.
- All speakers are requested to present themselves at the SPR **at least two hours before the session** (or the day before for morning sessions).
- The PowerPoint presentation will be checked by congress staff and prepared for the lecture and stored on the central congress server.
- Computers will be equipped as follows:
 - PC computer (compatibility of your presentation with this configuration is mandatory)
 - Microsoft Windows XP
 - Microsoft Office 2003
- The SPR will be located at in Room 251 (2nd Floor). The opening hours of the SPR are:

	Friday July 10	Saturday July 11	Sunday July 12	Monday July 13	Tuesday July 14	Wednesday July 15	Thursday July 16
open	03:00 PM	03:00 PM	07:30 AM	07:30 AM	07:30 AM	07:30 AM	08:00 AM
close	06:00 PM	06:00 PM	07:00 PM	07:00 PM	07:00 PM	07:00 PM	12:00 PM

In the lecture room

- Your PowerPoint presentation will be made available in your lecture room via a computer network.
- There will be no possibility to connect your personal notebook in the lecture room.
- There will be a room attendant to help you to operate the computer if necessary.
- From the lectern you will be able to use a remote control for your PowerPoint presentation.
- A laser-pointer will be available.
- Neither overhead projector nor slide projector will be available in the lecture rooms; double projection will not be provided.
- No changes in your presentation can be made in the lecture room. Changes can be made only in the SPR.

Further details on the preparation of your MS-PowerPoint presentation

- Store all your files in one folder. Please make sure that graphics, animations and videos and your presentation are all in the same folder.
- Avoid creating symbols as graphics or using special fonts that are external to your Microsoft PowerPoint or word processing program since these might be displayed incorrectly. Instead, always use the 'Symbol' function in the 'Insert' menu of your program to insert symbols.

- Colors: Use light-colored fonts for texts on dark backgrounds or vice versa. A strong contrast is important for good legibility.
- Legibility check: On presentation mode, your text should be large enough to be easily readable 5 feet (1.5 meters) away from your computer screen.
- Microsoft PowerPoint 95 to Microsoft PowerPoint 2003 versions for PC can be used. Please be aware that presentations made on Macintosh computers generally do not run properly on PC. ISTH 2009 can not be held responsible for incompatibilities.
- In your presentation, leave appropriate time for discussion and questions from the participants.