

GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

Opening hours Preview Room

Saturday, 25 May:	16:00 - 20:00
Sunday, 26 May:	07:00 - 19:00
Monday, 27 May:	07:00 - 18:00
Tuesday, 28 May:	07:00 - 18:00
Wednesday, 29 May:	07:30 - 14:00

IF YOU ARE A CHAIRPERSON

1. Please locate your session room in due time. Please be at your session room **at least 15 minutes prior to the start of the session.**
2. We may remind you that speakers need to strictly observe the time schedule. Participants in the discussion should not speak before they are recognised by the chair and must first clearly state their name, institution and country of origin. Hostesses will be distributing and collecting the discussion cards in halls 1 and 5.

IF YOU ARE A SPEAKER IN A SESSION

1. Please locate your session room in due time. Please be at your session room **at least 15 minutes prior to the start of the session.**
 2. Speakers should deliver and view/check their **PowerPoint presentations** at the preview room ("Media Suite" next to the plenary hall (level 4) **at least 2 hours prior to the start of the respective session** for organisational reasons. For **Breakfast Sessions**, the PowerPoint presentations should be delivered **the previous day.**
 - Presentations must be prepared in PowerPoint (MS Windows) and provided on a CD-ROM or USB-removable drive. **Macintosh presentations (i.e.: KeyNote) cannot be accommodated, unless saved to a PC-formatted CD-ROM or USB stick.**
 - To avoid any delays, speakers are kindly requested to hand in their PowerPoint presentations on an electronic support (**CD-ROM or USB**).
 - Failure to check in presentations on time may result in them being unavailable for projection when required.
 - Technical personnel will be available in the preview room to assist you with loading your presentation
 - Presentations will be transferred from a server to the session room electronically.
 - **Speakers are not permitted to take PowerPoint presentations directly to the technical assistant in the session rooms.**
 - The use of personal laptops for presentations in the session rooms is strictly prohibited.
 - Protection of copyright will be guaranteed.
- Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session:

Oral Sessions	8' presentation + 7' discussion
Forum Sessions	7' presentation + 3' discussion
Brompton Session	8' presentation, 4' invited discussant, 8' other discussants
Interesting Cases	20' presentation + interactive questions
Video Session	7' presentation + 3' discussion
Poster Session	3' discussion

- Microphones for discussion will be available in each session room.
- **Discussion and questions in ORAL sessions will be taped to be included in the manuscript:** ESTS expects that all speakers of Oral presentations submit **full manuscripts** to the European Journal of Cardio-Thoracic Surgery (EJCTS) online at the time of the meeting for peer review. Note that the Programme Committee will consider the previous manuscript submission record of ALL speakers when preparing future ESTS meetings.
- Submission for review of forum, interactive presentations, posters and video presentations to either EJCTS or ICVTS is optional but welcomed.
- Manuscripts should be prepared and submitted according to the Instructions to Authors. The manuscript submission is available online only at: <http://submit-ejcts.ctsnetjournals.org>

Please include "Presented at the 21st European Conference on General Thoracic Surgery of the European Society of Thoracic Surgeons, Birmingham, 26 – 29 May 2013" on the title page of the manuscript.

- The audio-visual recording of the scientific presentations will be the property of the ESTS.

IF YOU ARE A POSTER PRESENTER

The poster area is located in the Exhibition Area (Hall 3, level 4). Each poster will be displayed for the entire duration of the congress.

Please attach the poster to the board with the corresponding poster placement number. Tape for mounting the posters will be available in the poster area. Please note that **only** this tape may be used for mounting posters to avoid damaging the panel surface.

Posters have to be mounted on Saturday, 25 May between 17:00 and 19:00 or at the latest on Sunday, 26 May 2013 07:00 – 07:30 and should not be removed prior to Tuesday, 28 May, 17:30 but at the latest on Wednesday, 29 May until 13:00, otherwise the staff will dispose of it.

If you have any questions regarding your poster(s), please do not hesitate to contact the staff at the registration desk.