



23rd European Conference on General Thoracic Surgery
Lisbon – Portugal
31 May – 3 June 2015

**GUIDELINES & INFORMATION FOR SPEAKERS,
CHAIRPERSONS AND POSTER PRESENTERS**

Speakers Room / Preview Room: 1.09/1.14, 1st floor

Opening hours

Saturday, 30 May, 2015	16:00 - 19:00
Sunday, 31 May, 2015	07:00 - 19:00
Monday, 1 June, 2015	07:00 - 19:00
Tuesday, 2 June, 2015	07:00 - 19:00
Wednesday, 3 June, 2015	08:00 - 11:00

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 beginning 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 recognized by the chair and must first clearly state their name, institution and country of origin. Hostesses will be collecting personal data of all discussants in the plenary hall and breakout hall by scanning the bar code printed on every name badge.

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 beginning of the session.
2. Speakers should deliver and view/check their PowerPoint presentations at the Speakers Room/Preview Room located in room 1.14, 1st floor, at least 2 hours prior to the beginning of the respective session for organizational 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 USB-removable drive. Macintosh presentations cannot be accommodated, unless saved to a PC-formatted USB stick. To avoid any delays, speakers are kindly requested to hand in their PowerPoint presentations on an electronic support (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 Speakers Room/Preview Room to assist you with loading your presentation. Presentations will be transferred from 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 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 min. presentation + 7 min. discussion
Forum Sessions - 7 min. presentation + 3 min. discussion
Brompton Session - 8 min. presentation + 4 min. invited discussant + 8 min. other discussants
Interesting Cases - 5 min. presentation + 10 min. discussion
Video Session - 7 min. presentation + 3 min. discussion
Moderated Poster Session - 3min. presentation + 2 min. discussion
Nurse Symposium Oral Session - 12 min. presentation + 3 min. discussion
Nurse Symposium Poster Session - 3 min. presentation + 2 min. discussion

Microphones for discussants will be available in each session room.

Discussion and questions in Oral sessions will be recorded 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 online only at: <http://ejcts.oxfordjournals.org>

Please include “Presented at the 23rd European Conference on General Thoracic Surgery of the European Society of Thoracic Surgeons, Lisbon, 31 May – 3 June 2015” 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 5, 1st floor

There are two different poster sessions scheduled for the conference.

Moderated Poster Session – Monday 1 June, 17:00 – 19:00

General Poster Display – Tuesday 2 June, during the day

The poster should be prepared in portrait format and should not exceed the following maximum dimensions: Length 120 cm, width 90 cm.

Please attach the poster to the board with the corresponding poster placement date and number. Fixing tape for posters will be available in the poster exhibition area. Please use only the fixing materials made available by the poster exhibition staff in order to avoid damages on the poster boards.

Posters accepted for Moderated Poster Session – Monday 1 June

All posters will be moderated and you will have 3’ to answer questions from the moderator and audience in the poster area.

The posters are divided in 10 groups and there will be two consecutive moderated poster sessions on Monday 1 June (17:00 – 17:50 | 18:00 – 18:50).



Posters have to be *mounted* on Saturday, 30 May from 17:00 to 19:00 or Sunday, 31 May from 07:30 to 08:00.

Posters have to be *dismounted* immediately after the Moderated Poster Session on Monday 1 June from 19:00 to 20:00.

Important note: Posters that are not dismantled until 20:00 on Monday, 1 June will be dismantled and disposed of by the staff.

Posters accepted for Poster Display – Tuesday 2 June

Posters have to be mounted on Tuesday, 2 June 07:30 – 09:00

Posters have to be dismantled until Wednesday, 3 June at 10:00

Important note: Posters that are not dismantled until 10:00 on Wednesday, 3 June will be dismantled and disposed of by the staff.

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