



NEUROENDOSCOPY 2007
PARIS-VERSAILLES
9-12 MAY 2007

TECHNICAL INSTRUCTIONS

Oral communications and Posters

ORAL COMMUNICATIONS

The Organizing Committee of the **NEUROENDOSCOPY 2007** Conference will do their utmost to help speakers for their presentations and to facilitate their arrival and stay at the Conference. Please take a few minutes of your time to read the following which will present you the on-site organization of the Meeting for the smooth running of the sessions.

In order to match with the most recent technology, EACH ROOM will be equipped with A SINGLE Video-projector (LCD for computer assisted presentations, ie. PowerPoint).

For the general organization, after having pick-up his badge at the Welcome desk, each speaker should go to the **PRE-VIEW ROOM**, located in **room PASCAL, level 1**.

The preview room will be open as from 13:00 on Wednesday, 9th May until the closing of the Conference.

All presentations must be delivered in English. There will be NO translation.

Each speaker should also verify in the final program the name of the room and the time of his session.

Speakers should be in the conference room 15 minutes before the beginning of his session and meet with the Chairperson. Please, follow strictly the instructions of the Chairperson, especially with regard to the time allotted to the speech: do not go over the time limit.

TIMING FOR ORAL COMMUNICATIONS

According to the type of your presentation, the time will vary from 4 to 15 minutes.
Please calculate your time with the chairperson.

- Speakers of Expert Round Tables : 15 minutes
- Free Oral Communication : 7 minutes (8 powerpoint slides maximum)
- Oral Communication as Clinical Case : 3 minutes (4 powerpoint slides maximum)

Remark:

Videos included in presentations should not exceed 1 minute length

Microphones will be switched off when the time is over. Remember to speak directly into the microphone at a suitable speed for everybody! You will find a laser pointer on the lectern to help you pointing out your slides if necessary. Please do not leave with it!

Qualified personnel will act as liaison between speakers and projectionist: speakers will not have access to the projection room; therefore speakers must go to the PRE-VIEW ROOM to hand in their computer assisted presentation that will be handed over to the projection room on time.

The speaker is entirely responsible for the order, the loading and the pre-projection of his/her computer assisted presentation, using the equipment made available by the organisers.

DON'T FORGET:

- ☞ Please meet with your chairman before the session to make sure everything is in order.
- ☞ Respect your time of presentation and do not go over the time limit.

NOTE:

- ☞ The sessions will not be recorded.

1.A. FOR YOUR COMPUTER ASSISTED PRESENTATION (POWERPOINT STYLE)

To avoid delays caused by switching computers at the platform, booting-up computers and potential compatibility problems, the Organizing Committee has made available to speakers the standard A/V system used in the convention sector.

NEUROENDOSCOPY 2007

c/o MCI

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There will be a master computer in each meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organizers request that speakers do not plan on connecting their laptop to the LCD projector (Barco type), nor even bring their own LCD's. Every speaker has to go to the Pre-View room beforehand to bring his PowerPoint presentation.

1.B. Format - Presentation

Please **prepare your presentation using Microsoft PowerPoint** (supported program versions are specified below).

1.B.a. Supported versions of Microsoft PowerPoint:

Only Presentations for PC's (Windows 2000/XP/Vista configurations) and PC's compatible equipped with:

- PowerPoint 2003 (v.11) patched with latest 'Service Pack'
- PowerPoint 2007 (v.12) patched with latest 'Service Pack'

If you plan to create your presentation using Microsoft **PowerPoint on Apple** computers, **be sure to check every slides of your presentation on a PC** (Microsoft Windows based computer).

1.B.b. Presentation file name:

When saving the presentation, **Mac users must add** behind the file name, **the '.ppt' extension** (Mac PowerPoint 2004) or **'.pptx' extension** (Mac PowerPoint 2008).

1.B.c. Presentation file size:

The **presentation file size** should **not exceed 100 MB** (Megabytes).

This size includes any file linked e.g. video files.

1.B.d. Fonts:

If you don't know how to embed fonts in your PowerPoint presentation, be sure to **use only the fonts listed below:**

- | | |
|---------------|-------------------|
| ▪ Arial | ▪ Georgia |
| ▪ Courier | ▪ Helvetica |
| ▪ Courier New | ▪ Times |
| ▪ Geneva | ▪ Times New Roman |

1.B.e. Pictures:

- All Pictures must be under the widely-used standard .jpg, .jpeg format (Join Photographic Expert Group).
- Pictures must have a maximum resolution of 1024 by 768 pixels (width by height).

The resolution of the LCD projectors used in the rooms does not exceed 1024 by 768 pixels. So, at scale 1:1, embedding pictures above this resolution is useless and can make your presentation to run slowly.

1.B.f. Videos:

If you have video files attached to your PowerPoint presentation, they must be in the following format:

- .mpg, .mpeg (Moving Picture Experts Group, video codec MPEG1),
- .wmv (Windows Media Video, video codec version 8 or 9)

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The format **quicktime (.mov) is not supported**. If you have such files, please export them in one of the formats listed above.

Do not forget, when saving your final presentation to CD or USB stick, to make sure to include your video files if any and all links to these multimedia files!

1.C. DEPOSITING OF FILE

- Your computer file must be handed over to the personnel of the PRE-VIEW ROOM, either with a DVD, CD or a USB stick, as far in advance as possible to assure a smooth processing time. (The presentation for an early morning session should be for instance, if possible, handed over in the evening before).
- In the PRE-VIEW ROOM, you will be assisted by our staff who will help you to download your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.
- You should also keep with you a backup of your presentation (including all linked files) until your session is over.

1.D. IN THE MEETING ROOM

- Your presentation will be sent directly to the meeting room through the internal computer network of the Conference. Your name will appear on the screen of the computer positioned on the lectern. You will just have to click on it for your presentation to start. If you don't feel comfortable with this, please ask the hostess in the meeting room to point out your presentation on the screen a few seconds before your turn and to assist you. The PC on the lectern is linked to a video-projector.
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse or on the keyboard arrows', your computer assisted slides will go on as usual.
- Please, do NOT come at the last minute with your own lap-top in the meeting room: **you will NOT be able to connect it**. Go to the PRE-VIEW ROOM beforehand. If you are delayed, we will inform the chairman of your session who will postpone your speech of a few minutes if necessary.

1.E. RESPONSABILITY

MCI will not be responsible for a defective display of your presentation if one or more recommendations listed in these guidelines have not been followed.

None of the presentations saved on our server will be kept once the Conference is over; all files will be destroyed AT THE END OF THE CONFERENCE unless otherwise indicated in the Conference programme.



POSTERS

Poster size:

- **1,50 m (high) x 0,90 m (width)**

Language:

- Your poster must be written in **ENGLISH**.

Poster area:

- The poster area will be located on level 2, in the "**Galerie Lenôtre**"

Mounting of your poster, on:

- **Wednesday, 9th May 2007** **between 13:00 and 18:00**
and
- **Thursday, 10th May 2007** **before 10:00**

Suitable fixing materials will be provided by the Conference organisers and assistance will be available on site

Display of your poster, on:

- All posters should be set up by 10:00 on Thursday and **should remain in place until 10:30 on Saturday, 12th May 2007**

The Poster Sessions:

One of the authors must be at the poster board to present the work and answer delegates questions during the following poster sessions :

Session 1	Thursday, 10th May 2007	13:30-14:30
	Brain and Ventricles	P001 to P055
	General Application of Neuroendoscopy	P056 to P062
Session 2	Friday, 11st May 2007	13:30-14:30
	Skull Base	P063 to P103
	Spine	P104 to P111

Removing your poster, on:

- **Saturday, 12th May 2007** **between 10:00 and 13:30**

The organizers are not responsible for loss or damage to those posters which are not removed by authors within the time of dismantling as indicated above. Posters not removed by their authors at the stated time, will be automatically destroyed.