

IPTA Speaker Information

Abstract Presentations

Please use the following guidelines when preparing your presentation.

Concurrent Session:

Presentations are 7 minutes with 3 minutes for discussion

Plenary Session:

Presentations are 10 minutes with 5 minutes for discussion

Mini Oral Abstract:

Presentations are 5 minutes with 2 minutes for discussion

State of the Art/Plenary Sessions/Post Graduate Course/Luncheon Symposium

Exact times are printed in the program. Please prepare your talk leaving ample time for discussion.

State of the Art/Post Graduate Course/Pre-Congress Symposium/What's New:

Total of 30 minutes each to include presentation and discussion

Plenary Session Talks:

Total of 20 minutes each to include presentation and discussion

Luncheon Symposium Talks:

Total of 15 minutes each to include presentation and discussion

Speaker Ready Room

There is a speaker ready room for presenters located in the New Orleans Room on level 3 of Congress Innsbruck. All speakers **must** check in with personnel in the Speaker Ready Room **one day in advance of their presentation**. Post-Graduate speakers should load their presentations by 7:30 AM on Saturday. Pre Congress Symposium speakers should check in by 2 PM on Saturday.

The Speaker Ready Room is provided for speakers to prepare for their presentations and download their slides to the Congress network computer system to ensure a seamless transition of presentations in each room. There will be a PC in every session room networked to the central computer system. Use of personal laptops is not permitted.

Only PowerPoint Presentations will be utilized in the meeting rooms.

Personnel in the Speaker ready Room will be available to assist in any last minute changes and to troubleshoot any problems the presenter may have.

Your presentation must be formatted to run on a windows-based PC. Please bring your presentation on a CD, USB memory stick, or your personal computer to the Speaker Ready Room the day before your presentation. **It is recommended that you also bring a second copy as back-up or be sure your presentation is in your email for retrieval in case of an emergency.**

By checking in at the Speaker Ready Room and following these simple guidelines, speakers greatly contribute to the success of the meeting.

Speaker Ready Room Hours:

Saturday, August 6	7:00 AM - 6:30 PM
Sunday, August 7	7:00 AM - 6:30 PM
Monday, August 8	7:00 AM - 6:30 PM
Tuesday, August 9	7:00 AM - 2:30 PM