

PIBD 2009

International Symposium on Pediatric Inflammatory Bowel Disease

September 9-12, 2009
CNIT – La Défense, Paris, France

GUIDELINES FOR AUTHORS

The Organising Committee of the PIBD Symposium will do its utmost to help authors for their presentations and to facilitate their arrival and stay at the meeting. Please take a few minutes to read the following which will present you the on-site organisation of the congress for the smooth running of the sessions.

A secretariat will be installed at the CNIT. Its role on site will be to manage the following:

- Coordinate and ensure the overall smooth running of the meeting
- Follow the general schedule of the sessions
- Loan extra material needed for setting up the posters
- Assist participants for any requests they may have onsite

However, before preparing your oral or poster presentation and before coming to the meeting, we recommend you take a few minutes to read the following guidelines.

1/ ORAL PRESENTATIONS for INVITED SPEAKERS or FREE PAPERS

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

For the general organisation, after having picked-up their badge at the Welcome desk, each speaker should go to the **PREVIEW ROOM**, (follow signs on site).

Each speaker should also check in the final programme that the name of the room and the time of his/her session have not changed.

Speakers should be in the conference room 15 minutes before the beginning of his session and meet with the Chairman. Please, follow strictly the instructions of the Chairman, especially with regard to the time allotted to the speech: do not go over the time limit. Microphones will be switched off when the time is over. Remember to speak directly into the microphone at a suitable speed for everybody to understand. You will find a laser pointer on the lectern to help you to point out your slides if necessary. Please do not leave with it!

Qualified personnel will act as liaison between speakers and projectionists: speakers will not have access to the projection rooms; therefore speakers must go to the PREVIEW ROOM to hand in their computer assisted presentations 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 computer assisted presentation, using the equipment made available by the organisers.

NOTE: The sessions will not be recorded.

For your Computer Assisted Presentation (Power-Point style):

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be a master computer in each meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their laptop to the LCD projector (Barco type), nor even bring their own LCDs. **Every speaker has to go to the Preview room beforehand to provide their PowerPoint presentation.**

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Format - Presentation:

Only Presentations for PC's (Windows 98/2000/XP configurations) and PC's compatible (to avoid problems of compatibility between PC's and MAC, please use commune fonts to both PC's and MAC) will be accepted, (no UNIX). Do not forget to add .ppt extension to your file when saving it.

Please prepare your presentation using Power Point Version XP or 2003 patched with the last service pack.

- If you have pictures, they must be under the following format: .jpg, or .gif, format .pict prohibited).
- If you have video files attached to your power point presentation, they must be in the following format : .mpg, .mpeg, .avi or .wmv. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in .avi format.

And 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.

Depositing of file:

- Your computer file must be handed over to the personnel of the **PREVIEW ROOM**, either on a CD or a memory stick, as far in advance as possible and **ONE hour BEFORE** the beginning of each session AT LATEST. **(The presentation for an early morning session should be handed over the evening before).**
- In the **PREVIEW ROOM**, you will be assisted by a technician, 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.
- The opening hours of the PREVIEW ROOM during the congress will be :

Wednesday September 9 th , 2009	from 16:00 to 20:00
Thursday September 10 th , 2009	from 8:00 to 19:30
Friday September 11 th , 2009	from 8:30 to 19:30
Saturday September 12 th , 2009	from 8:30 to 13:00

In the Meeting room:

- Your presentation will be sent directly to the meeting room through the internal computer network of the CNIT. A hostess in the meeting room will then point out your presentation on the screen of the computer positioned on the lectern, a few seconds before your turn. The PC on the lectern is programmed with 1024x768 pixels and is linked to a video-projector
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse, 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 PREVIEW ROOM beforehand.

Confidentiality / Authorisation for the use of Powerpoint Presentation:

We would like to inform authors that **their consent will be requested to allow PIBD to upload the PowerPoint presentations on the website www.pibd2009.com** after the congress.

Of course if for any reason you do not wish to give such authorisation, your file will be automatically deleted from our system AT THE END OF THE CONGRESS.

Official Language:

The official language of the Conference is English, which means that **all presentations and questions must be delivered in ENGLISH.**

Content

Each oral presentation should contain the following:

1. A short descriptive title (no abbreviations in the title)
2. Full names of contributing authors
3. Address of unit/hospital/institution
4. An introduction
5. Sections on methods, materials, results and the purpose of the study
6. A brief conclusion and discussion (where appropriate)

PIBD2009 Conference Office

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Website : www.pibd2009.com

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2/ POSTER PRESENTATIONS

Posters will be presented according to the following schedule:

Mounting (poster area, hall D)	WEDNESDAY 9 SEPT. 2009	From 16:00 to 18:00
	THURSDAY 10 SEPT. 2009	From 8:30 to 10:30
Display	THURSDAY 10 SEPT. 2009	From 10:30 to 18:00 Poster visit from 13:10 to 14:30
	FRIDAY 11 SEPT. 2009	From 9:00 to 18:00 Poster visit from 13:10 to 14:30
	SATURDAY 12 SEPT. 2009	From 9:00 to 11:00
Removing (*)	SATURDAY 12 SEPT. 2009	From 11:00 to 13:00

Language

Your poster must be written in **ENGLISH**. Please be available by your Poster throughout the poster visit organised on **Thursday 10 Sept. and Friday 11 Sept from 13:10 to 14:30**

Poster Contents

Each poster should contain the following elements:

1. A short, descriptive title (no abbreviations in the title)
2. Full names of contributing authors
3. Address of hospital/unit/institution
4. An introduction
5. Sections on methods, materials, results, and the purpose of the study
6. A Conclusion (The conclusion is by far the most important part of the poster – the message should be clear and simple)
7. The poster must not exceed **90 cm wide and 150 cm high (Portrait)**

Text, tables and drawings for figures should be large enough to be seen at a distance of 2 metres. Illustrations should be used to convey important points; diagrams, graphs, bar charts, scatter grams, pie charts and photographs will enhance your presentation.

Make short statements, avoid long explanatory sentences.

Materials

In order to fit the poster board, your poster should not exceed **90 cm wide and 150 cm high (Portrait)**. Prepare your material beforehand so that it will fit neatly into the space available and can be easily attached to the board. Suitable fixing materials will be provided by the Conference organisers and assistance will be available on site.

Thin cardboard is more suitable than paper. Use a computer, or enlarge a typed text by photographic methods. If you can have your poster produced by your hospital's Medical illustration Department, the finished effect is more professional.

(*) Removing your Poster

All material must be removed by the owner at the end of the Conference. PIBD2009 and the Conference Organisers cannot accept responsibility for any material left behind.

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

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