



33rd Annual Meeting of the International Urogynecological Association

Taipei, Taiwan
September 15-17, 2008
www.IUGA2008.org

Instructions to Presenters

The IUGA Meeting will feature four types of presentations:

- **Oral Podium Presentations** will be granted 8 minutes to present, followed by 4 minutes Discussion.
- **Oral Poster Presentations** will be granted 3 minutes to present, followed by 2 minutes Discussion. Presenters should also prepare a poster to be exhibited on the day of their presentation.
- **Unmoderated Posters** are exhibited as unmoderated/non-discussed posters only, to be displayed for the duration of the meeting.
- **Video Presentations** will be granted by 8 minutes to present, followed by 2 minutes Discussion.

If you are presenting an **Oral Podium** or **Oral Poster Presentation**, please observe the following points:

- Declare any relevant links to industry or other conflicts of interest in your slides.
- **Do not exceed the time limits of your presentation:** 8 minutes for Oral Podium and 3 minutes for Oral Poster Presentations. If you exceed the time limit, you will be interrupted by the Chair.
- Powerpoint slides should be emailed as an attached file to IUGAoffice@ccf.org before the set deadline. The Congress Organizers will then forward the slides to your Chairpersons.
- Please note that only digital Powerpoint projection is possible- **there will be no slide projectors available.**
- It is required that you hand in your presentation to the staff in the Speaker's room **at least 2 hours prior** to the session. You can bring your Powerpoint slides on CD, floppy disk or USB-key. Personal laptops will not be permitted.
- All versions of MS Powerpoint are accepted. If you are using embedded video clips in your presentation **please remember to submit video files separately.**
- **Please speak slowly and clearly.** English is our common language but NOT the native language to most.
- For **Oral Poster presentations**, please hang your poster according to **Presentation#** before 9AM on the first day of the meeting, and should be taken down after 2 PM on the last day of the meeting. IUGA will not be held responsible for posters after 2pm on the last day of the meeting. Location of posters will be sent to you under separate cover.

For **Non-Discussed Posters** to be exhibited, please observe:

- Declare any relevant association with industry or other conflicts of interest on your poster
- Display Title, Institution, and Authors at the top of the poster
- Maximum poster size is 90cm (width) by 180cm (height)
- Poster boards and pins/adhesives for hanging are supplied in the Poster Area. Your **Presentation#** will be displayed at the top of the relevant poster board.
- Non-discussed Exhibited Posters should be hung according to **Presentation#** before 9AM on the first day of the meeting, and should be taken down after 2 PM on the last day of the meeting. IUGA will not be held responsible for posters after 2pm on the last day of the meeting. Location of posters will be sent to you under separate cover.



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Preparation of Video Presentations

- Please present a copy of your video on disk or external drive at least 2 hours before your presentation.
- Video authors must be present during viewing of the video.
- Presentation time is 8 Minutes followed by 2 Minutes Discussion.

Slide Outline Suggestions

For the slides for **Oral Poster Presentations**, the following outline is suggested:

Slide 1: Title, authors, institutions. Briefly mention Background and Aims of study.

Slide 2: Results: Use brief bullet points, use a maximum of one table or graph

Slide 3: Clinical and Scientific Significance: What is already known on this topic? What does this study add? Should we change our practice based on this study?

Slide 4: Disclosure

For the slides for **Oral Podium Presentations**, the following outline is suggested:

Slide 1: Title, authors, institutions

Slides 2-8: Background, Materials and Methods, Results

Slide 9: Conclusions

Slide 10: Clinical and Scientific Significance: What is already known on this topic? What does this study add? Should we change our practices based on this study?

Slide 11: Disclosure