



Guidelines for Oral and Poster Presentations

BMS 2010, Oslo, Norway

June 16th – 19th, 2010

ORAL SESSIONS

Each oral session will last for 15 minutes in total, with 10 minutes for the author to present his findings and 5 minutes dedicated to questions from the audience and change of speakers. All presenters must be available in the respective presentation room 15 minutes before the session starts. The chair person will introduce the speakers and keep track of the exact time line (10 minutes presentation + 4-5 minutes discussion + change). The speakers are kindly requested also to follow the time line. Each session will consist of six presentations of 15 min duration, or 90 minutes total. By strictly following the time line, we show respect for each other and all speakers get the same chance to present. It will also allow people to come and go in between speakers without disruption. If a presenter does not appear for his/her presentation, the following presentations will start as indicated in the program. The chair is requested to remain in the session room until the session time line has expired. The chair is also requested to make sure all mobile phones are turned off. There will be a Congress Staff Member assigned to each lecture room.

Computer Equipment: Personal laptops will not be used during your presentation. (except for invited speakers). The computers in the session rooms will be Windows XP based PC with Microsoft PowerPoint 2003. Verification of proper performance of your presentation in the Speaker Ready Room is essential, particularly if video and animation is included in the presentation. Internet access will not be available during your presentation.

You must load your power point files via the Speaker Ready Room. However, support is available in the Speaker Ready Room for file transfers from your laptop. Please make sure you have all power, video, and networking adapters with you. You should still bring a backup of the presentation on alternate media such as a flash/usb drive.

AV Equipment in Session Rooms

The following will be available: Floor lectern with microphone, computer, mouse, laser pointer, LCD monitor, speaker timer, screen, LCD projector, and audience microphone.

*MACINTOSH USERS: Please make sure that all inserted pictures are JPEG file-types. Quicktime (.mov) files are also an accepted video format. Individuals using Apple Keynote will need to bring their files directly to the speaker ready room to have them correctly transferred to our system.

Video Format: The proper video format for Windows-based presentations is Windows Media (.wmv). More detailed information regarding sound, video, and general compatibility can be found at <http://office.microsoft.com/en-us/powerpoint/FX100648971033.aspx>

DURING YOUR PRESENTATION

Each session room will be staffed with an AV technician who will assist in starting each presentation. Once the presentation is launched, the presenter will control the program from the podium using a computer mouse or the up/down/right/left keys on the keyboard.

SPEAKER READY ROOM

All presenters are requested to check in to the Speaker Ready Room, preferably the day before, and no later than 2h before the session starts. The speaker ready room will be open Wednesday from 1400 to 1700, Thursday and Friday from 0800-1800, Saturday from 0800-1400.

When reviewing your presentation in the Speaker Ready Room, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.

IF THE PRESENTATION DOES NOT PLAY PROPERLY IN THE SPEAKER READY ROOM, IT WILL NOT PLAY PROPERLY IN THE MEETING ROOM.

You may edit your presentation up to two hours prior to the session start time. When you are finished reviewing and/or making changes to your presentation, you must tell BMS personnel you have viewed your presentation file before you leave the Speaker Ready Room.

SECURITY:

All files will be deleted at the end of the conference

INSTRUCTIONS - FOR POSTER PRESENTATIONS AND THEMATIC POSTER PRESENTATIONS

To develop comprehensible posters, it is recommended that you follow the guidelines given by the American College of Sport Medicine (however be aware of the difference in poster size).

http://www.acsm.org/AM/Template.cfm?Section=Instructions_Slide_and_Poster&Template=/CM/ContentDisplay.cfm&ContentID=3226

POSTER PRESENTATION - SESSION FORMAT:

There will be 3 formal poster sessions, with each session divided into several thematic groups. In each session there will be approximately 50 posters, divided in groups of approximately 12 posters. You will be able to put your poster on display for the whole conference period. The poster rooms are open from 1400-1700, Wednesday, 0830 to 1800 Thursday and Friday, and 0830-1600 Saturday. Mounting of your poster should be done before 10 o'clock Thursday 17th. We recommend that you leave the poster up until Saturday 19th, at 1400. It is requested that you remove the poster no later than Saturday 19th at 1600h.

During the poster sessions, authors are required to be present by their poster for the entire scheduled session. Furthermore, each author will be given 2 minutes to present the brief content of the poster to an audience, led by a chairman. This is followed by a brief discussion / questions from the audience (1-2min), before changing to the next speaker.

Each poster board will be numbered in the top right corner. You will be given a poster board number to identify the correct space for putting up your poster.

INSTRUCTIONS FOR POSTER PRESENTATIONS:

The poster must not exceed the limits of 90 cm wide and 120cm high. The orientation is 'portrait' style. The title, author(s) and institution are to be prominently displayed across the top border of your poster.

Accessories and adhesive material will be available from the Congress Staff in the exhibition areas.

Include and arrange your material so a coherent and straight-forward story is told without your presence. Emphasize the most important points and avoid overwhelming the viewer with too much detail. Specific recommendations include:

- In the **INTRODUCTION** - *briefly* summarize the necessary background that led to this work, clearly identify the purpose or specific aims of the present experiment, and identify the questions asked or hypothesis tested.
- Provide sufficient detail of the **EXPERIMENTAL DESIGN** and the **METHODS** employed to do the work, including number and necessary demographics of the human or animal subjects studied.
- **RESULTS** can be presented by tables, figures, illustrations and/or photograph. Make each stand on its own, so the viewer doesn't have to refer elsewhere on the display

to understand the important message(s). For each table, figure, etc., a logical **INTERPRETATIVE LEGEND** will go a long way in highlighting and *briefly* discussing the essential points.

- **SUMMARY AND CONCLUSION** - *briefly*, what are the essence and important interpretation of your work.
- Consider distributing a **HANDOUT** during your presentation time if there is need for exchange of large data sets or other details.
- Keep tables and figures simple and uncluttered
- The text should be readable from a 2-3 m distance so that more than one person can read it at the same time.
- Strong visual contrast is important. Many people have difficulty distinguishing closely related colors, like green from blue, or among subtle shades of a primary color.

When traveling to the conference, carry your poster as **carry-on luggage**; don't entrust it to checked and possible missing baggage.