H T D I | AORTIC SURGERY
PERIPHERAL & VENOUS
HOW TO DO IT

GRUPPO OSPEDALIERO
SAN DONATO

OSPEDALE
SAN RAFFAELE

Ospedale San Raffaele - Milano, December 13th - 15th, 2018

FACULTY GUIDELINES

Valid only for Plenary Sessions in Santa Maria Room

KEYNOTE LECTURERS

Keynote Lecturers are kindly requested to:

❖ be in the Meeting Room at least 10 minutes before the beginning of the session;
❖ adhere to the assigned time of 15 minutes;
❖ provide the Faculty Room technical staff with presentation/s at least 3 hours before the beginning of the session;
❖ take notice of the "instructions" here below.

SPEAKERS

Speakers are kindly requested to:

❖ be in the Meeting Room at least 10 minutes before the beginning of the session;
❖ sit at the panel table before and after talks;
❖ adhere to the assigned time of maximum 5 minutes. A few extra seconds to finish up will be given. Then slides will go off – usually after 5 minutes and 30 second;
❖ respond to issues raised by the Invited Discussant during the discussion time;
❖ provide the Faculty Room technical staff with presentation/s at least 3 hours before the beginning of the session. Speakers whose session is scheduled as the first in the morning are kindly invited to deliver their presentation the day before.
  ❖ *Instructions*

  ✓ *SLIDE FORMAT 16:9*
  ✓ *The presentation software used at the Slide Centre supports the projection of the following formats:*
    a) *PC*
      - *Office Power Point 2010 - .ppt .pptx*
      - *Office Excel*
      - *PDF*
      - *Prezi*
    b) *MAC*
      - *Keynote*

- ✓ *If there is a video attached to the presentation, make sure that it is embedded in Power Point and not on your desktop. It is absolutely necessary that any file (movies/video/images) is stored in the same folder as the presentation;*

- ✓ *It is not possible to connect own PC or MAC directly to LCD projector;*

- ✓ *If customs fonts are used (not included in "Windows operating system, like Windows Vista or higher, Office 2007 or higher) we recommend to bring the necessary fonts to the Slide Centre in advance (at least 5 hours before the speech);*

- ✓ *Pictures are to be saved in .gif or .jpg in order to have a light weight presentations. Other formats may be accepted but need to be checked first at the Slide Centre.*

- ✓ *Try not to exceed 100MB (movies excluded) for each presentation.*

- ✓ *Movies must have the following extensions: .avi, .wmv or .mpeg. Movies created with proprietary codecs from professional machines, will not be viewable;*

- ✓ *Each slide should contain no more than one movie and videos should not be larger than 100 MB each. Should the movie's size exceed that limit, we suggest bringing a copy of the movies to the Slide Centre well in advance (at least 5 hours before the speech) in order to apply any possible conversion/compression to the file;*

- ✓ *Upload the presentations on Pen Drive or Hard Disk USP. It is possible to download the presentations directly from your notebook at the Slide Centre by arriving 3 hours before the speech;*

INVITED DISCUSSANTS

Invited Discussants are kindly requested to:

- ❖ be in the Meeting Room at least 10 minutes before the beginning of the session;
- ❖ make a brief comment (maximum time assigned: 1 minute) rather than a question – no slides are requested.
  Please note that Speakers will only be allowed to respond to the issues raised during the discussion time.

MODERATORS

Moderators are kindly requested to:

- ❖ be in the Meeting Room at least 10 minutes before the beginning of the session;
- ❖ use the copy of the updated program on the panel table (last minute changes are frequent)
- ❖ start and end session on time;
- ❖ ask all Speakers (<u>BUT NOT the Invited Discussant</u>) to sit at the panel table before and after their talks;

❖ encourage short questions from the audience, if there is time left at the end of the session and if there are none ask your own. Keep questions and answers brief;

❖ keep introduction of Speakers and Discussant short – his or her name, Institution, and the title of his or her talk;

❖ take notice that Speakers will be kept on time by the clock on the screen and will be given a few extra seconds to finish up. Then their slides will go off and they have to stop – usually after 5 minutes and 30 seconds;

❖ ensure that invited comments are no longer than 1 minute. Speakers may respond to issues raised during the discussion time;

❖ end panel discussion on the times indicated in the updated program on the panel table.

FACULTY ROOM – located at floor -1

Opening hours:

❖ Thursday, December 13th: 09.00 am - 07.45 pm

❖ Friday, December 14th: 07.00 am - 07.30 pm

❖ Saturday, December 15th: 06.45 am - 06.00 pm