



11th INTERNATIONAL CONGRESS

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

MILANO | DECEMBER 11th - 13th, 2024



UniSR
Università Vita-Salute
San Raffaele

FACULTY GUIDELINES

KEYNOTE LECTURERS

Keynote Lecturers are kindly requested to:

- ❖ be in the Plenary 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 12 minutes. A few extra seconds to finish up will be given. then slides will go off – usually after 12 minutes and 30 seconds;
- ❖ provide the Faculty Room technical staff with presentation at least 2 hours before the beginning of the session; Lecturers whose session is scheduled as the first in the morning are kindly invited to deliver their presentation the day before.
- ❖ take notice of the “Instructions” here below

SPEAKERS

Speakers are kindly requested to:

- ❖ be in the Plenary 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 seconds;
- ❖ respond to issues during the discussion time;
- ❖ provide the Faculty Room technical staff with presentation/s at least 2 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 2019 - .ppt .pptx
- Office Excel
- PDF
- Prezi

- b) MAC

- Keynote



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- ✓ *If there is a video attached to the presentation, make sure that it is embedded in Power Point and not on your desktop - mp4-h264 or VMW format. 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 custom fonts are used 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;*

EDITED VIDEO CASE PRESENTERS

Presenters are kindly requested to:

- ❖ be in the Plenary 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 4 minutes to comment their video. A few extra seconds to finish up will be given. Then the video will go off – usually after 4 minutes and 30 seconds;
- ❖ respond to issues during the discussion time;

01. File specs

Format .mp4 file - Landscape/horizontal format 16:9

Codec h264

Resolution HD 1920x1080

02. How to send your edited video case

Please upload your video by using the link:

Video Case Presentation on Wednesday, December 11:

<https://www.dropbox.com/request/DOmNzOuBMjpcqUjvrasW>



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Video Case Presentation on Thursday, December 12:

<https://www.dropbox.com/request/J726hhRx7MkX7dkwwDMd>

Video Case Presentation on Friday, December 13:

<https://www.dropbox.com/request/hbDAj6ORfwJgKySPaBYe>

03. Deadline

Monday, December 2nd

MODERATORS

Moderators are kindly requested to:

- ❖ be in the Plenary 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 Keynote Lecturers, Speakers and Presenters 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 Keynote Lecturers, Speakers and Presenters short – his or her name, Institution, and the title of his or her talk;
- ❖ take notice that Keynote Lecturers, Speakers and Presenters 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
 - 12 minutes and 30 seconds – Keynote Lecturers
 - 5 minutes and 30 seconds – Speakers
 - 4 minutes and 30 seconds – Presenters
- ❖ end panel discussion on the times indicated in the updated program on the panel table.

FACULTY ROOM – located at floor -1

Opening hours:

- ❖ Wednesday, December 11: 7.00 am - 07.00 pm
- ❖ Thursday, December 12: 07.00 am – 6.30 pm
- ❖ Friday, December 13: 07.00 am - 07.00 pm