

INSTRUCTIONS FOR ORAL AND POSTER PRESENTATIONS AT THE 10TH INTERNATIONAL CONFERENCE ON THE HEALTH EFFECTS OF INCORPORATED RADIONUCLIDES

Oral Presentations

1. All presentations must be in Microsoft PowerPoint, version 2003. If this is not possible, your situation must be discussed with the organizers (contact Raymond Guilmette at rguilmette@lrrri.org). **The size limit for your presentation is 15 MB.**
2. All presentations will have a total allotted time of **20 minutes**. Please plan on no more than 16 minutes for formal remarks and the remainder for questions and discussion.
3. Your PowerPoint presentation **must be uploaded to the HEIR 2009 website on or before 5 May 2009**. This will allow the organizers to set up the sessions appropriately. **The site address is <http://www.lrrri.org/heir/submitpresentation.aspx>.**
4. The presentation computer will not have audio enabled. If you require audio, you must contact the organizers in advance (contact Raymond Guilmette at rguilmette@lrrri.org).
5. The presentation computer will not be connected to the Internet; therefore, no hyperlinks inside the presentation or to the Internet are permitted.
6. Each presentation must have the TrueType font(s) used in the presentation embedded in the file. Use of fonts that are not standard in Windows or PowerPoint might not be displayed as intended.
7. Transitions between slides should be consistent, instantaneous, and simple. **Please refrain from using gratuitous animation.**
8. As a useful rule of thumb, you should allow 1 minute per slide on the average. If you have an excessive number of slides, you will need to demonstrate to the organizers that you can present the material within the allotted time period.

Poster Presentations

1. The posters will be put up for display before the beginning of the meeting, and will remain displayed throughout the conference. They will be placed in the same room as that to be used for the oral presentations. An advantage of this arrangement is that all coffee breaks will take place around the poster displays, thereby maximizing exposure and allowing interaction between authors and audience.
2. The poster boards are fairly large, and have a horizontal orientation. Prepare your poster to fit into a space that is 90 cm tall by 180 cm wide. The surface of the poster board will

allow the poster to be affixed either using tacks or Velcro strips. Both will be provided by the conference.

3. It will be useful if a picture of the presenter is placed in or near the poster.
4. It is useful if handouts showing the content of the poster are provided to viewers.