



GUIDELINES FOR AUTHORS

The Programme Organising Committee of the 14th International Thyroid Congress will do its utmost to help authors for their presentations and to facilitate their arrival and stay at the meeting.

Please take a few minutes to read the following regarding the on-site organisation of the congress for the smooth running of the sessions.

A secretariat will be installed at the Palais des Congrès, Paris, France. Its role on site will be to manage the following:

- Coordinate and ensure the overall smooth running of the meeting
- Follow the general schedule of the sessions
- Loan extra material needed for setting up the posters
- Assist participants for any requests they may have onsite

1/ ORAL PRESENTATIONS for CO-OPTED SPEAKERS or FREE COMMUNICATIONS

In order to match with the most recent technology, the rooms will be equipped with a SINGLE video-projector (LCD for computer assisted presentations, ie. Powerpoint).

After having picked-up their badge at the Welcome desk, each speaker should go to the **PREVIEW ROOM, room 315** (follow signs on site).

Each speaker should also check in the final programme that the name of the room and the time of his/her session have not changed.

Speakers should be in the conference room 15 minutes before the beginning of the session and meet with the chairperson(s). Please, follow strictly the instructions of the chairperson(s), especially with regard to the time allotted to your presentation.

Time allotted for:

- ☉ Symposium presentations: 22 minutes, including 5 minutes discussion time
- ☉ Oral communications: 15 minutes, including 5 minutes discussion time
- ☉ Poster discussions: 6 minutes, including 3 minutes discussion time

Do not go over the time limit! Microphones will be switched off when the time is over. Remember to speak directly into the microphone at a suitable speed for everybody to understand. You will find a laser pointer on the lectern to help you to point out your slides if necessary. Please do not leave with it!

Qualified personnel will act as liaison between speakers and projectionists: speakers will not have access to the projection rooms; therefore speakers must go to the PREVIEW ROOM to hand in their computer assisted presentations that will be handed over to the projection room on time.

Speakers are entirely responsible for the order, the loading and the pre-projection of their computer assisted presentation, using the equipment made available by the organisers.

NOTE: The sessions will not be recorded.

Computer Assisted Presentation (Power-Point style):

To avoid delays caused by switching on computers on the platform, booting up computers and potential compatibility problems, the Organising Committee has made available to speakers the standard A/V system used in the convention sector. There will be a master computer in each meeting room and to ensure smooth transition between speakers and appropriate audiovisual technical support, the Organisers request that speakers do not plan on connecting their own laptop to the LCD projector (Barco type), nor even bring their own LCDs. **Every speaker has to go to the Preview room beforehand to provide his/her PowerPoint presentation.**

ITC 2010 Conference Office

c/o MCI - 24 rue Chauchat - FR - 75009 Paris - France

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Format - Presentation:

Only Presentations for PC's (Windows 98/2000/XP configurations) and PC's compatible (to avoid problems of compatibility between PC's and MAC, please use commune fonts to both PC's and MAC) will be accepted, (no UNIX). Do not forget to add .ppt extension to your file when saving it.

Please prepare your presentation using Power Point Version 2003 or higher patched with the last service pack.

- If you have pictures, they must be under the following format: .jpg, or .gif, format .pict prohibited).
- If you have video files attached to your power point presentation, they must be in the following format : .mpg, .mpeg, .avi or .wmv. The format .mov (quicktime) is NOT accepted. If you have such files, please export them in .avi format.

And do not forget, when saving your final presentation to CD or USB stick, to make sure to include your video files if any and all links to these multimedia files.

Depositing of file:

- Your computer file must be handed over to the personnel of the **PREVIEW ROOM**, either on a CD or a memory stick, as far in advance as possible and **ONE hour BEFORE** the beginning of each session AT LATEST. **(The presentation for an early morning session should be handed over the evening before).**
- In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to download your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network.
- The opening hours of the PREVIEW ROOM during the Congress will be:

Saturday September 11 th , 2010	from 7:00 to 20:30
Sunday September 12 th , 2010	from 7:00 to 19:30
Monday September 13 th , 2010	from 7:00 to 19:30
Tuesday September 14 th , 2010	from 7:00 to 19:30
Wednesday September 15 th , 2010	from 7:00 to 19:30
Thursday September 16 th , 2010	from 7:00 to 13:00

In the Meeting room:

- Your presentation will be sent directly to the meeting room through the internal computer network of the Palais des Congrès. A hostess in the meeting room will then point out your presentation on the screen of the computer positioned on the lectern, a few seconds before your turn. The PC on the lectern is programmed with 1024x768 pixels and is linked to a video-projector
- Once the presentation is launched, you, the speaker, will control the program. Clicking on the mouse, your computer assisted slides will go on as usual.
- Please, do NOT come at the last minute with your own laptop in the meeting room: you will NOT be able to connect it. Go to the PREVIEW ROOM beforehand.

Confidentiality / Authorisation for the use of Powerpoint Presentation:

We would like to inform authors that **their consent will be requested to allow ITC to upload the PowerPoint presentations on the website www.itc2010.com** after the Congress.

Of course if for any reason you do not wish to give such authorisation, your file will be automatically deleted from our system AT THE END OF THE CONGRESS.

Official Language:

The official language of the Conference is English, which means that **all presentations and questions must be delivered in ENGLISH.**

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2/ POSTER PRESENTATIONS

1148 posters will be presented during the congress. Because of this large number of posters, posters will not be displayed for the entire congress but will be **organised in 2 different groups** (A & B), corresponding to the following display / presentation schedule :

GROUP	Display period	Poster Viewing session	Poster Viewing Time	First Poster #	Last Poster #
A1	Sun. Sept. 12 th – Mon. Sept. 13 th	Sun. Sept. 12 th	13 :00 – 14 :00	P0001	P0313
A2		Mon. Sept. 13 th		P0314	P0572
B1	Tues. Sept. 14 th – Wed. Sept. 15 th	Tues. Sept. 14 th	13 :00 – 14 :00	P0573	P0872
B2		Wed. Sept. 15 th		P0873	P1148

Poster viewing sessions will take place from **13:00 to 14:00** on September 12th, 13th, 14th and 15th, 2010. Authors should be present next to their poster in order to answer potential questions from delegates and session chairs

Set-up/ Removal instructions :

GROUP A (A1 & A2)

Mounting (poster area)	Saturday September 11 th , 2010 Sunday September 12 th , 2010	From 14:00 to 18:00 From 7:00 to 10:30
Display	Sunday September 12 th , 2010	Poster viewing from 13:00 to 14:00
	Monday September 13 th , 2010	Poster viewing from 13:00 to 14:00
Removing (*)	Monday September 13 th , 2010	From 18:00 to 19:00

GROUP B (B1 & B2)

Mounting (poster area)	Tuesday September 14 th , 2010	From 7:00 to 10:30
Display	Tuesday September 14 th , 2010	Poster visit from 13:00 to 14:00
	Wednesday September 15 th , 2010	Poster visit from 13:00 to 14:00
Removing (*)	Thursday September 16 th , 2010	Before 11:00

(*) Poster should be removed at the stated times.

The organisers are not responsible for loss or damage of those posters which are not removed by authors within the times of dismantling as indicated above. Posters not removed by their authors at the stated time, will be automatically destroyed.

Poster dimension and format

The poster must not exceed **90 cm wide and 150 cm high, PORTRAIT**

Language:

Your poster must be written in **ENGLISH**. Please be available by your Poster throughout the poster visit (for schedule, please refer to the poster group above).

Poster Contents:

Each poster should contain the following elements:

1. A short, descriptive title (no abbreviations in the title)
2. Full names of contributing authors
3. Address of hospital/unit/institution
4. An introduction
5. Sections on methods, materials, results, and the purpose of the study
6. A Conclusion (The conclusion is by far the most important part of the poster – the message should be clear and simple)

Text, tables and drawings for figures should be large enough to be seen at a distance of 2 metres. Illustrations should be used to convey important points; diagrams, graphs, bar charts, scatter grams, pie charts and photographs will enhance your presentation.

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Make short statements, avoid long explanatory sentences.

Materials

In order to fit the poster board, your poster should not exceed **90 cm wide and 150 cm high (Portrait)**. Prepare your material beforehand so that it will fit neatly into the space available and can be easily attached to the board. Suitable fixing materials will be provided by the Conference organisers and assistance will be available on site.

Thin cardboard is more suitable than paper. Use a computer, or enlarge a typed text by photographic methods. If you can have your poster produced by your hospital's Medical illustration Department, the finished effect is more professional.

Poster discussion sessions

156 posters will be presented as brief oral presentations during the following Poster Discussion Sessions (from 14:00 to 14:40):

First Poster #	Last Poster #	Display Group	Session Code	Session title	Session Date	room
P0001	P0006	A	PD01	Clinical thyroidology - hyperthyroidism	Sunday September 12	Room Bordeaux
P0042	P0047	A	PD02	Environmental factors - iodine	Sunday September 12	Room Havane
P0093	P0098	A	PD03	Thyroid cancer clinical I	Sunday September 12	Room 342AB
P0188	P0193	A	PD04	Thyroid cancer basic	Sunday September 12	Room 352AB
P0237	P0242	A	PD05	Autoimmunity	Sunday September 12	Room 351
P0285	P0290	A	PD06	Deiodinases	Sunday September 12	Room 341
P0314	P0319	A	PD07	Clinical thyroidology - nodule	Monday September 13	Room Bordeaux
P0398	P0403	A	PD08	Graves' orbitopathy	Monday September 13	Room Havane
P0423	P0428	A	PD09	Thyroid cancer clinical II	Monday September 13	Room 342AB
P0518	P0523	A	PD10	Thyroid cancer translational	Monday September 13	Room 352AB
P0524	P0529	A	PD11	Thyroid hormone transporters	Monday September 13	Room 351
P0534	P0539	A	PD12	Thyroid cell biology	Monday September 13	Room 341
P0573	P0578	B	PD13	Clinical thyroidology - case reports	Tuesday September 14	Room Bordeaux
P0608	P0613	B	PD14	Thyroid cancer surgery	Tuesday September 14	Room Havane
P0614	P0619	B	PD15	Thyroid cancer clinical III	Tuesday September 14	Room 342AB
P0695	P0700	B	PD16	Iodine and thyroid	Tuesday September 14	Room 352AB
P0701	P0706	B	PD17	Thyroid hormone actions	Tuesday September 14	Room 351
P0778	P0783	B	PD18	The role of thyroid hormone in brain and development	Tuesday September 14	Room 341
P0788	P0793	B	PD19	Thyroid and energy metabolism	Tuesday September 14	Room 343
P0873	P0878	B	PD20	Clinical thyroidology - hypothyroidism	Wednesday September 15	Room Bordeaux
P0909	P0914	B	PD21	Clinical thyroidology - nontoxic goiter	Wednesday September 15	Room Havane
P0921	P0926	B	PD22	Thyroid cancer clinical IV	Wednesday September 15	Room 342AB
P1002	P1007	B	PD23	Thyroid cancer clinical V	Wednesday September 15	Room 352AB
P1008	P1013	B	PD24	Thyroid hormone metabolites and action	Wednesday September 15	Room 351
P1051	P1056	B	PD25	Development and function of thyroid cells	Wednesday September 15	Room 341
P1060	P1065	B	PD26	Genetics and Genomics of thyroid diseases	Wednesday September 15	Room 343

Authors should refer to the Oral instructions for the preparation of their presentation.

Thank you !

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