

Presentation Guidelines for Selected Poster Presentation

Short oral presentation

We advise all presenters to minimize unnecessary introduction, all are aware of basic neuroblastoma information, and skip lengthy acknowledgements to maximize the scientific communication in all sessions. ***Three slides are optimal for your short presentation.***

PowerPoint projection will be available in the session halls which are equipped with a laptop computer and a projector. Overhead projection or slide projection is *not* available. All the hardware will be provided by the Conference to ensure consistency in technical quality and allowing for quick and smooth transitions between the speakers.

Instructions for PowerPoint Presentation

These instructions are to ensure a successful and trouble free presentation. Please follow very carefully the instructions given below.

- ◆ Only the computers provided on site can be used. Computer sound is available.
- ◆ Only PowerPoint (Office 2007, or the previous versions) running on PCs is available, or the equivalent for Mac computers.
- ◆ Bring your presentation on memory stick.
- ◆ Your PowerPoint presentation will be downloaded on the venue network to be viewed in the session hall and will be deleted after the session.

Speakers' Preview Room

A Speakers' Preview Room is available during the Conference and will open 1 hour before the first session each day and stay open throughout the day. Speakers are requested to use this facility before their session to ensure that their slides project clearly and are in correct order. Please check in with the Speakers' Preview Room no later than 3 hours before presentation.

Poster presentation

Time for display

All selected posters will be displayed throughout the Conference. Selected posters will be displayed in a prominent area called the "Mezzanine level" on the day of the lecture, and in main poster area the other days.

Half the selected posters (1-24) will be displayed in the "Mezzanine level" on June 22nd and the other half (25-48) on June 23rd. Therefore, a switch of posters from the "Mezzanine level" to the main poster area needs to be done after the poster session on June 22nd. We ask all authors for their kind assistance to make this switch run smoothly. Instructions will follow below.

Poster Board and Material

The maximum size of your poster should be 120 cm height and 90 cm width (portrait format). Only this format is available, "landscape" posters are not allowed. Your poster number will be displayed with large printed figures in the upper left corner of the poster board. Your poster should be attached on the surface by material that will

be provided by the staff. Please remember that bringing “miniposter” copies of your poster highly enhances communication with people interested in your work.

Detailed instructions for mounting/dismantling Biology 1, Clinical 1 and Translational 1 (selected posters 1-24):

Mounting: June 22nd, 10:15-12:00 on Mezzanine level

Dismantling: June 22nd, 18.30 (posters can be stored at the venue during night)

Mounting: June 23rd, 07:30 - 10:00 in main poster area

Dismantling: June 24th, 13:00

Detailed instructions for mounting/dismantling Biology 2, Biology 3 and Translational 2 (selected posters 25-48):

Mounting: June 22nd, 09:00-10:15 in main poster area

Dismantling: June 22nd, 18.30 (posters can be stored at the venue during night)

Mounting: June 23rd, 07:30 - 10:00 on Mezzanine level

Dismantling: June 24th, 13:00

Selected poster discussion time (presenting author present by their poster board):

Authors to selected posters presented in oral session on June 22nd should be present by their poster June 22nd 16:45 - 17:30 (Mezzanine level)

Authors to selected posters presented in oral session on June 23rd should be present by their poster June 23rd 16:45 - 17:30 (Mezzanine level)