



**24th EUROPEAN CONFERENCE
ON GENERAL THORACIC SURGERY
29 May - 1 June 2016, Naples - Italy**



GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

Speakers Room/Preview room: Lobby, Palacongressi

Opening Hours Speakers Room/Preview Room:

Saturday 28 May 2016	16.00/18.00
Sunday 29 May 2016	08.00/18.00
Monday 30 May 2016	07.00/18.00
Tuesday 31 May 2016	07.00/18.00
Wednesday 1 June 2016	07.00/12.00

If you are a Chairperson:

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.

We may remind you that speakers need to strictly observe the time schedule.

Participants in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin. Hostesses will be collecting personal data of all discussants in the plenary hall and breakout hall by scanning the bar code printed on every name badge.

If you are a Speaker in a session:

1. Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.
2. Speakers should deliver and view/check their PowerPoint presentations at the Speakers Room/Preview Room located in the Palacongressi lobby, at least 2 hours prior to the beginning of the respective session for organisational reasons. For Breakfast Sessions, the PowerPoint presentations should be delivered the previous day.

Presentations must be prepared in PowerPoint (MS Windows) and provided on a USB-removable drive. Macintosh presentations cannot be accommodated, unless saved to a PC-formatted USB stick.

To avoid any delays, speakers are kindly requested to hand in their PowerPoint presentations on an electronic support (USB).

Failure to check in presentations on time may result in them being unavailable for projection when required.

Technical personnel will be available in the Speakers Room/Preview Room to assist you with loading your presentation.

Presentations will be transferred from server to the session room electronically. Speakers are not permitted to take PowerPoint presentations directly to the technical assistant in the session rooms.

The use of personal laptops for presentations in the session is strictly prohibited.

Protection of copyright will be guaranteed.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session:

Oral Sessions	8' presentation + 7' discussion
Forum Sessions	7' presentation + 3' discussion
Brompton Session	8' presentation, 4' invited discussant, 8' other discussants
Interesting Cases	5' presentation + 10' discussion
Video Sessions	7' presentation + 3' discussion
Moderated Poster Session	3' presentation + 2' discussion
Nurse Symposium Oral	10' presentation + 5' discussion

Microphones for discussants will be available in each session room.

Discussion and questions in Oral sessions will be recorded to be included in the manuscript.

ESTS expects that all speakers presenting in ORAL sessions and the Brompton and Young Investigator Award sessions to **submit full manuscripts online** for review to the European Journal of Cardio-Thoracic Surgery (EJCTS) **by 1 September 2016**. Moreover the prize winners in all other prize sessions are expected to **submit full manuscripts online** for review to the European Journal of Cardio-Thoracic Surgery (EJCTS) **by 1 September 2016**.

Note that the Programme Committee will consider the previous manuscript submission record of ALL speakers when preparing future ESTS meetings.

Submission for review of forum, case report, and video or poster presentations to either EJCTS or ICVTS is optional but welcomed.

Manuscripts should be prepared and submitted according to the Instructions to Authors. The manuscript submission is online only at: <http://ejcts.oxfordjournals.org/>

Please include "Presented at the 24th European Conference on General Thoracic Surgery of the European Society of Thoracic Surgeons, Naples, 29 May – 1 June 2016," on the title page of the manuscript.

The audio-visual recording of the scientific presentations will be the property of ESTS.

If you are a Poster Presenter

The poster area is located in the Pavilion 10.

The poster should be prepared in portrait format and should not exceed the following maximum dimensions: Length 120 cm, width 90 cm.

Please attach the poster to the board with the corresponding poster number. Pins will be available in the poster area. Please use only the fixing materials made available by the poster exhibition staff in order to avoid damage on the poster board.

Moderated Poster Session

All posters will be moderated and you will have 3' to present your poster at the board and 2' to answer questions from the moderator and audience in the poster area.

The posters are divided into 12 groups and there will be two consecutive moderated poster sessions (6 groups each) on Monday 30 May (17:00 – 17:50 and 18:00 – 18:50)

Posters have to be *fixed* on Saturday 28 May from 17:00 – 19:00 or Sunday 29 May from 08:00 – 17:00.

Posters have to be *removed* on Wednesday 1 June at 10:00.

Important note: posters that have not been removed on Wednesday 1 June by 13:00 will be removed and disposed of by the staff.

If you have any questions regarding your poster(s), please do not hesitate to contact the staff at the registration desk