



ICS 2008, Cairo

Poster Presentation Guidelines

38th Annual Meeting of the International Continence Society, 20th-24th October 2008, Cairo

Dear Colleague

Some practical points regarding your **Poster Presentation** at this year's ICS Meeting:

Poster Size:

- Portrait orientation
- Maximum 90cm wide x 150cm high

Heading and Text:

- Heading should be 80-100 point.
- No smaller than 24 point (approximately 5mm) – large enough to be read at a viewing distance of approximately 1 metre.

General Advice:

- Posters should communicate your message as simply as possible – do not allow it to become clogged with too much detail. Use less words and use figures, photographs and diagrams to break up the density of the text.
- Seek advice from colleagues, medical or graphic artists.

Location:

- Plan to have your posters hung for the duration of the Scientific Programme from Wednesday 22nd October until Friday 24th October.
- Your poster location will be indicated by an assigned number. This information will be included in the Final Programme, which will be given to you when you register at the Meeting venue.
- Please put up your poster on Wednesday 22nd October any time from 0730 until 1100. Please note that the poster boards will not be set up prior to this time.
- Double sided tape and technical equipment will be available for the mounting of posters. Staff will also be available to assist you.
- Please remove your poster on Friday 24th October between 1230 and 1330.

Powerpoint Slides:

- You will have 3 minutes presentation and 4 minutes discussion. You should prepare approximately 3-5 slides with the Aims, Main Results and Conclusions (descriptions of methodology should be outlined on the poster).
- You need to bring your powerpoint presentation on a CD or USB key and load it on one of the congress' computers in the Speakers' Ready Room, at least 1 hour before the start of the session. Please note that the congress' computers in the session halls will have Windows XP and Office XP (at least). **You will not be able to use your own laptop.**
- If combining video films with PowerPoint, please make sure to check it in the session hall where your lecture is taking place during a coffee or lunch break prior to your session, at least 30 minutes before the start of the session - even after checking it in the Speakers' Ready Room.



IMPORTANT NOTE FOR MACINTOSH USERS

If using a Macintosh laptop computer, please note that you need to supply your own, **confirm that it has a VGA socket** for external signal and come to check it **first in the Speakers' Ready Room** as soon as you arrive and **later on in the session hall** where your lecture is taking place during the coffee or lunch break prior to your session, at least 30 minutes before the start of the session.

Please do not hesitate to contact me if you require any further information or if I can be of any further help in the meantime. I look forward to welcoming you all to Cairo in October.

With Kind Regards,

Yours Sincerely,



Professor Heinz Koelbl
ICS 2008 Scientific Committee Chair
Web: www.icsoffice.org
Email: abstracts@icsoffice.org
Phone: +44 117 9444881