

Instructions for Presenters

Platform presentations

It is important that you prepare an interesting and informative presentation for the conference. You should assume that the audience will consult the printed version, rather than simply listening to your presentation.

Please consider the following guidelines as you prepare your presentation:

Audio-visual: The auditorium will be equipped with an LCD projector and screen for computer-based presentations. Only electronic presentations will be permitted (PowerPoint, Adobe PDF, HTML browser, etc.). Electronic presentations with a single computer screen will be the only presentation medium available (no multi-screen presentations, photographic slides, or overheads, please). Presenters will not be able to bring their own laptop. The only presentation way is by upload to the auditorium computer.

Time limit: You have 15 minutes (12+3 minutes for questions), including the time for your introduction and for you to walk to the podium to deliver your presentation. In some sessions there may be extra time at the end of the session that can be used for additional questions, as designated by the session chair.

Computer Presentation Tips - Never use black type on a dark-colored background or white letters on a light-colored background. Use large, (18+ point size) simple block letters; the best type font is a bold sans serif (e.g. Arial). For graphs and charts, use heavy lines for curves and use a minimum of lightweight grid lines. Use only horizontal lettering unless absolutely necessary (such as on graphs); other lettering is difficult for the audience to read.

Please bring your presentation INCLUDING ALL LINKED ITEMS (e.g.) video clips, in the same folder, on a DVD, CD or USB key. At the conference bring your presentation to the AV responsible in the conference auditorium for upload to the auditorium computer. Do not wait until immediately before your session begins. Please make sure that your presentation runs on the auditorium computer.

Poster presentations

1. Poster Dimensions:

Accepted posters will be allocated space of A0 size = 84,1 cm wide by 118,9 cm high (33.1 by 46.8 inches). Your poster, in portrait format, should not exceed these dimensions.

2. Poster Installation & Exhibit Times:

Each poster has a unique identifier (M1-M64, T1-T65, or W1-W64). Posters with identifiers beginning with M will be presented Monday, T Tuesday and W Wednesday. Please consult [the program](#) for your poster identifier. Posters can be mounted on the day of presentation from 7.30. Posters should be dismantled immediately after the end of the poster session.

You have the possibility to have a table for a laptop in front of your poster. Please order this service at rasmus@miccai2006.dk. The conference will supply pins for mounting the posters.

3. Instructions for Poster Teasers

As every year at MICCAI, all poster presenters have the opportunity to deliver a 45-second "teaser" in the conference auditorium. We ask the authors of posters to provide a PowerPoint slide that will be included in a continuous presentation for the teaser session, which will take place each day immediately before the poster sessions. The slides will be run in sequence without a break, and no speaker will be allowed to exceed this 45-second time limit due to the very tight schedule.

Here are a few recommendations to help authors to format your teaser:

- You must have **your poster identifier (M1-M64, T1-T65, or W1-W64) on the upper right corner of your slide**. Your poster identifier is different from your paper ID and published in [the program](#).
- Refrain from using more than one slide
- Include the **title of your talk, the name of the authors and their affiliations**
- Provide an overview of your work, possibly with the following entries: material studied, methods used, and conclusions reached
- Refrain from showing videos, they may not work in the limited time
- Please click [here](#) for a powerpoint teaser example. Please feel free to create your own layout, we only require that you keep the poster number on the upper right side of your slide as well as the On-screen Show option in Page Setup.

To **submit the teaser**, authors should

1. Include all materials (e.g. in case of linked items) in one single file (.ppt, .zip, .tgz, .tar, .gz)
 2. Upload the file [here](#) (login and passwd will be provided in an e-mail to the contact author of each paper)
 3. Questions should be directed at rasmus@miccai2006.dk
- Presenters must send their teaser BEFORE September 18th 2006. If a teaser is not uploaded the MICCAI 2006 organization will provide a teaser including paper title and author names and affiliations only