



2018 VITILIGO
INTERNATIONAL
SYMPOSIUM

**PRESENTER
INFORMATION
PACKET**

NOVEMBER • 9-10 • 2018
DETROIT, MI USA



GENERAL INFORMATION

AUDIENCE

We are anticipating 200+ physicians and scientists in attendance with varying degrees of knowledge and experience in vitiligo. Attendees will be culturally diverse, with several countries represented. You should speak clearly and slowly, so all attendees can understand and benefit from your talk.

OFFICIAL LANGUAGE

The official language of the meeting is English. Simultaneous interpretation will not be offered. If you do not have an adequate command of the English language, then we highly recommend that you present with a voice over.

ONLINE ABSTRACT SYSTEM

VIS uses an online form to collect speaker information and abstracts. Each presenter is required to submit a separate abstract for each presentation or poster abstract.

AUDIO-VISUAL (A/V)

Presenters are required to present in PowerPoint format, 16:9 aspect ratio. You must preload your presentation in the Speaker Ready Room the day prior to your presentation (preferred) or at least 3 hours in advance of your session.

Checking in at the Speaker Ready Room is the single most important action you will take to ensure that your presentation functions properly. All speakers are required to check into the Speaker Ready Room. It is preferable that this is done at least 24 hours before the start of your session to ensure compatibility with the computers being used at the conference, as personal laptops cannot be used in the meeting rooms.

When you check in you should make sure all fonts appear as expected and all sound/video clips are working properly at this time. Once you have reviewed and verified your presentation, it will remain on the presenting computer.

The meeting room will be operated by A/V staff that will assist in starting each presentation. Once the presentation is launched, you will control your presentation from the podium.

All computers in the Speaker Ready Room and session rooms are exactly the same and come standard with:

- PC – Windows 7 Professional
- PC – Microsoft PowerPoint (Office 201X)

The recommended video formats are:

- PC – Windows Media Video (.WMV)
- PC – MPEG4/AVC (.MP4)

SPEAKER READY ROOM **CHECK IN REQUIRED OF ALL PRESENTERS**

It is not acceptable to bring your presentation a few minutes before or even an hour before the scheduled time. The purpose of preloading your presentation is to ensure that it runs smoothly on the equipment and to verify that all speakers are present. **If a presentation is not received by 3 hours prior to the start of the session, we will assume that you are either not at the meeting or have chosen to forfeit your time slot.**

You should tell the technician in the Speaker Ready Room your name, your session, and the title of your presentation.

The Speaker Ready Room location will be emailed to you prior to your arrival at the conference.

POSTER PRESENTATION INFORMATION & GUIDELINES

Questions? Contact
Patrick Dockins,
info@vis2018.org

Poster boards will be numbered and will correspond to the Final Program Guide. Poster numbers will be emailed approximately 2 weeks prior to the meeting.
Poster set-up on Friday, November 9, between 7:00AM-8:00AM.
Poster take-down on Saturday, November 10, between 4:00PM-5:00PM.
Any posters remaining will be discarded.

POSTER SESSION DATES AND TIMES

Friday, November 9

7:00 AM-8:00 AM, 10:00 AM-10:30 AM, 12:30 PM-1:30 PM, 3:30 PM-4:00 PM

Saturday, November 10

7:00 AM-8:00 AM, 10:00 AM-10:30 AM, 12:30 PM-1:30 PM, 3:30 PM-4:00 PM

During these sessions poster presenters should stand near their posters so they may answer questions from attendees. In addition, each poster should include a photo of the presenting author and brief biography.

POSTER PRODUCTIONS GUIDELINES

- The size of a poster display area is 4' x 4' (1.2m x 1.2m).
- You must use push pins/tacks to adhere your poster. You must supply your own push pins.
- No other furniture, freestanding equipment, etc. is allowed in the poster presentation area.

DISCLOSURE OF OFF-LABEL USAGE

If any part of your presentation includes the discussion of a medical device or pharmaceutical agent that is not approved by the FDA and/or a medical or surgical procedure that involves an unapproved or "off-label" use of an approved medical device or pharmaceutical agent, this must be disclosed on your poster.

DISCLOSURE OF CONFLICT OF INTEREST

All authors must include COI disclosures on their posters.

IDENTIFICATION OF SIGNS

The poster boards will be labeled with numeric identifying signs. The numeric sign will indicate where you will hang your poster, as well as correspond with the program book. Title of the presentation and authors will not be included as part of the identification sign. **Poster numbers will be assigned 2 weeks prior to the meeting.**

READABILITY OF POSTER PRESENTATIONS

Posters for presenting medical/scientific papers afford you the opportunity to have your work viewed by a large audience. However, they also present technical challenges. To accommodate several people viewing at the same time, the size of the lettering (type) must be large enough to be legible at a minimum distance of approximately 6 feet (1.83m).

The key to a visible and eye-catching graphic presentation is contrast. Keep this in mind when choosing your shades. For example:

1. Black on white
2. Blue on white
3. White on blue
4. White on black

If the presentation is typeset, choose a typeface (design of type) that is particularly simple and clear (e.g., Arial or Helvetica). The weight of the type chosen (the thickness of each letter) should be medium or bold. The actual size of the type is measured in "points". To be legible at a distance of 6 feet (1.83m), the minimum type size used should be 24 point; and to be legible at 8 feet, you should use 30 point.

AVOIDANCE OF COMMERCIALISM

All poster presentations must avoid commercialism. **NO TRADE NAMES SHOULD BE USED FOR DRUGS, SURGICAL TECHNIQUES, DEVICES AND/OR INSTRUMENTATION INCLUDING LASERS.** Advertising matter of any description may not be distributed nor any material displayed which in any way directly promotes the commercial interest of any particular company, enterprise, or the exhibitor(s). Any medications or other substances referred to in the presentation material **must be identified by their scientific names only.**

SELLING/ORDER TAKING

No selling or order taking is permitted, even with respect to products or services provided by non-profit enterprises. Any medications or other substances referred to in exhibit materials **must be identified by their scientific names.**

RESPONSIBILITY FOR DAMAGE OR LOSS

The Vitiligo International Symposium, the Global Vitiligo Foundation and the Hotel will not be responsible for damage, destruction, loss or theft of exhibits or property used in connection therewith, however caused, nor for goods sent to the building prior to or remaining after the exhibits have closed. The poster presenter agrees to the above and will present no claims to the Vitiligo International Symposium, Global Vitiligo Foundation or the Hotel.

VITILIGO INTERNATIONAL SYMPOSIUM

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