



11th International Prader-Willi Syndrome Organisation Conference 6 – 10 July 2022

Guidelines for poster and oral presentations: Clinical and Scientific Programme

POSTER PRESENTATIONS: The title, author(s) and place of work should be positioned at the top of the poster. Diagrams, photographs, and tables may be included. Each presentation should include a brief explanation of the Aims, Methods, Results, and Conclusions.

Please print your poster in portrait style in size A0 or 33" x 44" or 841 mm x 1189 mm.

In due course we will provide you with a number which places your poster within the relevant category in the display. Please fix your poster onto a board in that area, either on Wednesday 6 July from 14.00 until 18.00 or on Thursday 7 July in the morning between 08.00 and 08.30. Fixings will be provided.

Presentation Times: Thursday 15.00 to 17.00 and Friday 16.00 to 18.00.

Presenters for the odd numbered posters are requested to be by their posters from 1500-1600 on Thursday and 1600-1700 on Friday. Presenters for the even numbered posters are requested to be by their poster from 1600-1700 on Thursday and 1700-1800 on Friday.

There will also be an opportunity to view posters during the lunchtime breaks on Thursday and Friday, but you are not required to be at your poster during these times.

You may remove your poster from 18:00 on Friday. However, you are welcome to leave your poster for viewing by delegates attending the Parents' programme and the Interdisciplinary programme. If you wish to retain your poster it is your responsibility to remove it before the end of the conference at 16:00 on Sunday 10 July. All posters left after this time will be properly disposed of.

For your information: contact details for a local printer in Limerick:

<https://www.troymarketing.ie/>

info@troymarketing.ie

Dispatch contact and address details will be posted here in due course.

ORAL PRESENTATIONS: A full schedule will be forthcoming at a later date. You will be allotted a time slot. Fifteen minutes will be allotted for each presentation. We request that your talk be limited to 10-12 minutes in order to leave 3-5 minutes for questions.

You will be asked to upload your presentation to the University of Limerick cloud storage facility prior to the meeting. Details will be forthcoming.

In the interest of time, you will not be permitted to use your own laptop.

Technicians will be on-site to assist as necessary.

If you have media files as part of a PowerPoint presentation, please make sure that these files are saved in the same folder as the PowerPoint file.

Set your presentation slide size to a widescreen (16:9) aspect ratio.

We recommend that you arrive to the venue in good time and proceed to the Presenter's area so your presentation can be tested to make sure it will behave as you expect and that we have time to make any corrections. Please also bring a copy of your talk on a USB memory stick in case of problems.

If you are unable to attend (or to send a substitute) please let us know as soon as possible at **conference@ipwso.org** or telephone: +44 (0) 7494 067314

ADDITIONAL INFORMATION:

Podium PCs

- Each of the Lecture Theatres has a PC with Windows 10 64bit
- Microsoft Office 365 is installed on all Lecture Theatre PCs
- Microsoft Edge is available for access to the Internet
- There is a CD/DVD R/W drive in all the PCs
- There is also a suite of Media Players installed and should be able to play almost any media file type
- All the PCs have USB3.0 and USB2 ports.

30 April 2022