

# 25th ESTS MEETING

28 MAY - 31 MAY 2017 INNSBRUCK, AUSTRIA



## GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

Speakers Room/Preview room: Hall Serles on the ground floor

### Opening Hours Speakers/Preview Room:

Saturday 27 May 2017	16.00/19.30
Sunday 28 May 2017	07.00/18.00
Monday 29 May 2017	07.00/18.00
Tuesday 30 May 2017	07.00/18.00
Wednesday 31 May 2017	07.00/11.30

### 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 Hall Serles on the ground floor, **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.

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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 + 5' discussion
Video Session	7' presentation + 3' discussion
Moderated Poster Session	3' presentation + 2' discussion
Nurse Symposium Oral	7' presentation + 3' 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 2017. 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 2017.

Note that the Program 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/>

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Please include “Presented at the 25th European Conference on General Thoracic Surgery of the European Society of Thoracic Surgeons, Innsbruck 2017” on the title page of the manuscript.

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

## **If you are an author with a accepted poster**

The Posters for ESTS 2017 will be Electronic Posters - EPosters.

Please refer to the files

“How to upload a Poster” and “EPosters Timetable” to confirm the right way to upload your file into the Eposter platform and the timetable to defend it, respectively.

## **Moderated Poster Session**

Only a selection of posters, that have been correspondingly informed (please refer to the Scientific Program at the website), will participate at the Moderated Poster Session, to be held on Tuesday May 30th at the Brüssel Room from 12:30 to 13:30

The file to be projected should be uploaded at the Speakers Preview Room.

The authors of an accepted poster to be presented at the “Moderated Poster session” must uploaded it as well at the EPoster Platform.