

INSTRUCTIONS FOR ORAL PRESENTERS

Please bookmark this important information. Deadline for editing your abstract is
December 2, 2011

Instructions For Editing Your Abstract

It is important that you follow the instructions below to edit your abstract. Your abstract will be published on the Pittcon 2012 CD-ROM and appear on our website. If you do not edit your abstract, we will use your original submission. Upon entering your password, you will find your abstract. You may edit only the body of your abstract; all other fields are not available for changes. You may return to this site as often as you like to edit your abstract prior to the deadline of December 2, 2011. You may use a maximum of 2500 characters, including spaces, in your abstract text. Do not insert the title or author information in the body of the text.

When editing your abstract, keep in mind that special characters (such as Greek letters and symbols) and formatting (such as subscripts, superscripts, or bold) will not transfer when entered from your processor. You will have to replace special characters by using the special character field. When you have completed your extended abstract, please view and print the final "proofing screen" for your records.

You may add one figure in the form of an image, a graph, or a table to your abstract. The file format you submit should be sized and in print-ready format. The figure must be saved in the size of 3 inches width and 2 inches height. Any figures not saved to these specifications will appear "cut off" when printed. Include the caption as a part of your figure. The text in your figure should be large enough so that it is readable when sized to 3 inches width and 2 inches height. If an image is complex and difficult to read at full size, it will be illegible if printed from the CD-ROM. **Please change your figure to an .eps, .tif, or .jpg format before transferring it to your abstract. These are the only formats that will be accepted.**

General Information

If you need to withdraw you must email program@pittcon.org. Failure to notify us will result in your name being added to a list of "no show" authors. These authors are banned from presenting a poster or paper at the Pittsburgh Conference for 2 years. Only the presenting author can make the withdrawal request.

All program rooms will be equipped with an LCD projector, a microphone, and a computer. If you will be using Power Point or any other PC-based format, you must bring your presentation on a CD ROM or USB thumb/stick/jump drive. A speaker ready room (Room 207C) will be available for presenters to preview audio-visual materials.

The timing of your presentation is very important. Since there are so many parallel sessions, we need to adhere strictly to the time schedule. Information on the length of presentations is listed below. This includes set up of equipment, the actual presentation, and questions and answers.

- Award sessions – 35 minutes, unless otherwise noted
- Oral sessions - 20 minutes
- Symposia sessions – 35 minutes, unless otherwise noted
- Workshop sessions – times vary

Please check-in with your session presider at least 15 minutes before the start of the session.

Reimbursement

Oral and poster presenters are not reimbursed for any expenses accrued.

Workshop and organized presenters are reimbursed complimentary registration only.

If you are receiving complimentary registration, we will provide you with the information and a link in early 2012. Do not register until we have emailed you the information.

For questions, email: program@pittcon.org