



AORTIC 2013 PROGRAMME BRIEFING DOCUMENT

Thank you for participating in the AORTIC 2013 programme. We are looking forward to welcoming you to Durban in November.

This document serves as a final reminder and briefing on your participation in the AORTIC 2013 programme. It contains important information for:

- **CHAIRS:** Section 1 on page 2
- **SPEAKERS:** Section 2 on page 4
- **POSTER PRESENTERS:** Section 3 on page 6

Please read it carefully and let the Programme Secretariat know if you have any questions.

The AORTIC 2013 Programme can be viewed [here](#), and the poster schedule [here](#).

PRIOR TO THE CONFERENCE – REGISTRATION

All programme participants must register for the conference. It is the responsibility of all programme participants to arrange their own funding for registration fees, accommodation and travel expenses. Chairs, kindly remind your speakers to register.

If you have not already done so, please register right away via the AORTIC 2013 website:
<http://www.aortic2013.org/online-registration.php>

UPON ARRIVAL AT THE CONGRESS

Located in the Registration Foyer, the Registration Desk will be open during the conference week from Wednesday to Saturday 07h30 – 17h30, and on Sunday from 07h30 – 14h30. Upon arrival, programme participants should go to the Registration Desk to collect their name tag and delegate bag. A name tag is required for access to the conference and all conference participants are required to wear one at all times.

PROGRAMME SECRETARIAT CONTACT DETAILS

Please let me know if you have any questions regarding this programme briefing document that I can assist with. I look forward to meeting you in Durban!

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SECTION 1

INFORMATION FOR CHAIRS

RESPONSIBILITIES

As a Chair your responsibilities include introducing the session topic; introducing the speakers and presentations; keeping time; and managing the discussion.

On the day we kindly request that you:

- Ensure that the times allocated to speakers are kept to and allow for question time.
- Pose questions to the speakers if none are forthcoming from the audience, in order to get a discussion started.
- Give logistical and housekeeping announcements as necessary (note that there will be a Room Supervisor and an AV technician in each room to take care of logistical issues).

AT THE BEGINNING OF EACH SESSION

1. Please review the programme changes and check to see if any apply to your session.
2. The Room Supervisor will tell you which PowerPoints have been received for the session. You can use your discretion if there are any no-shows. (No applicable for Meet the Experts sessions)
3. If you are in the Hall 2ABFH or Hall 2C, announce that interpretation headsets are available.

SESSION DETAILS

Please review the programme to find the time and room number of your session(s). The programme can be downloaded [here](#).

Please check the programme to find the names of the speakers in the session(s) you are chairing. Please let me know if you require the email addresses of the speakers in your session prior to the conference. Chairs are encouraged to get in touch with the speakers ahead of time.

ABSTRACTS

Closer to the time of the conference a link to the conference abstracts will be provided so that you can read them before your session(s).

POWERPOINT PRESENTATIONS

Speakers have been instructed to deliver their PowerPoint presentations to the Speaker Prep Room (Durban International Convention Centre, Hospitality Room 24) upon arrival at the conference. PowerPoint presentations will not be accepted in the session rooms, and no personal laptops can be used. All presentations must be delivered to the Speaker Prep Room – no exceptions please.

If you would like to give a PowerPoint presentation you are of course welcome to. Please just deliver it to the Speaker Prep Room as per the instructions above.

Please note that there are no PowerPoint facilities in the Meet the Experts sessions.

LANGUAGE AND INTERPRETATION

Speakers may give their presentation in French or English, but interpretation will only be provided in Hall 2ABFH and Hall 2C. Headsets will be available.

ASSISTANCE IN THE SESSION ROOMS

Each session room will be staffed by a Room Supervisor and an AV technician. The AV technician will manage the PowerPoints and audio, and the Room Supervisor will manage room transitions and pass the microphone for discussion. If you experience any problems, please talk to the Room Supervisor.

AUDIO-VISUAL (AV)

There will be an AV technician in your session room who will put each PowerPoint presentation up on the screen. Speakers will see their PowerPoint on the comfort monitor on the floor in front of them, and will have a remote control (with laser pointer) to advance their own slides. There will be table-top microphones on the top table and a fixed microphone on the lectern. Cordless microphones will be passed around by the Room Supervisors during discussion.

Please note that there are no AV facilities in the Meet the Experts sessions.

SEATING ARRANGEMENT

Please sit at the top table; there will be a name plate indicating your place. In Keynote and Plenary sessions, speakers will sit with the Chairs at the top table. In all other sessions, the front row in the session room will be reserved for speakers and you can invite them to the lectern when it is their turn to speak.

For Meet the Expert sessions everyone will sit around round banquet tables.

TIMEKEEPING

Strict timekeeping is exceedingly important. We recommend that you inform the speakers ahead of time that you will be very strict with timekeeping, and explain the system you will use to alert them that they are running out of time. Each session room will be equipped with signs to assist you with timekeeping.

Of particular importance is the time allotted for the Free Communication of Abstracts sessions: 8+2 (eight minutes to present plus two minutes for discussion).

QUESTIONS AND DISCUSSION

As Chair you are free to run the questions and discussion time as you choose. Speakers may take questions from the lectern or join you at the top table. The Room Supervisor will be present to circulate the microphones. Please indicate to whom they should pass the microphone.

TWITTER

We encourage you to join the @AORTIC_Africa social networking community and engage with delegates on your topic before and after your session. Create a pre-conference discussion by tweeting using the AORTIC 2013 hashtag: #aortic2013

SECTION 2

INFORMATION FOR SPEAKERS

SESSION DETAILS

Please review the programme to find the time and room number of your session(s). The programme can be downloaded [here](#).

SESSION CHAIRPERSONS

Each session has one or more Chairs that are responsible for managing the session. Please check the Programme to find the name of your session Chairs. Please let me know if you would like the email address of your Chairs.

The Chair(s) will sit at the top table and will introduce the session and the speakers. They will invite speakers to the lectern when it is their turn to speak. The Chair(s) will also manage questions and discussion.

ABSTRACTS

Closer to the time of the conference a link to the conference abstracts will be provided so that you can read about the other presentations that will be given in your session(s).

POWERPOINT PRESENTATIONS

You do not need to email your final PowerPoint ahead of time. Speakers should bring their PowerPoint presentations to the conference on a memory stick and deliver it to the Speaker Prep Room (Durban International Convention Centre, Hospitality Room 24) upon arrival at the conference. All PowerPoints will be centrally loaded by technicians in the Speaker Prep Room and then networked to the session rooms from there. You can also make changes in the Speaker Prep Room and discuss any special requirements such as audio or video with the technicians.

Mac users are requested to bring all components of their presentation – media files, video files, sound files, photographs, etc. – separately. You are also requested to wait and check the converted presentation before leaving the Speaker Prep Room.

Please do not take your PowerPoint directly to the session room – all slides must be loaded centrally from the Speaker Prep Room and personal laptops are not permitted for presentations.

Please note that there are no PowerPoint facilities in the Meet the Experts sessions.

SPEAKER PREP ROOM – HOSPITALITY ROOM 24

Speakers must deliver their PowerPoints to this room so they can be centrally uploaded and networked to the session rooms. A number of work stations will be available for programme participants who would like to review their PowerPoint presentations or make changes and the room will be staffed by technicians who can assist.

LANGUAGE AND INTERPRETATION

Speakers may give their presentation in French or English, but interpretation will only be provided in Hall 2ABFH and Hall 2C. Headsets will be available.

ASSISTANCE IN THE SESSION ROOMS

Each session room will be staffed by a Room Supervisor and an AV technician. The Room Supervisor can help with general enquiries and the AV technician will manage the PowerPoint presentations, sound and microphones.

AUDIO-VISUAL (AV)

There will be an AV technician in your session room who will put each PowerPoint presentation up on the screen. Speakers will see their PowerPoint on the comfort monitor on the floor in front of them, and will have a remote control (with laser pointer) to advance their own slides. There will be table-top microphones on the top table and a fixed microphone on the lectern. Cordless microphones will be passed around by the Room Supervisors during discussion.

Please note that there are no AV facilities in the Meet the Experts sessions.

SEATING ARRANGEMENT

The top table is reserved for Chairs. In Keynote and Plenary sessions speakers will sit with the Chairs at the top table (a name plate will indicate your place). In all other sessions, the front row in the session room will be reserved for speakers.

For Meet the Expert sessions everyone will sit around round banquet tables.

TIMEKEEPING

Strict timekeeping is exceedingly important. The Chairs will be very strict with timekeeping, and explain the system that they will use to alert speakers if they are running out of time.

QUESTIONS AND DISCUSSION

The Chairs will run the questions and discussion. Speakers may take questions from the lectern or join the Chairs at the top table. The Room Supervisors will circulate the microphones among the audience.

TWITTER

We encourage you to join the @AORTIC_Africa social networking community and engage with delegates on your topic before and after your session. Create a pre-conference discussion by tweeting using the AORTIC 2013 hashtag: #aortic2013

SECTION 3

INFORMATION FOR POSTER PRESENTERS

Posters will be displayed in Hall 3 which will be a busy conference venue where teas and lunches are served, so you can expect many interested viewers! You are encouraged to be present at your poster during lunches and refreshment breaks in order to answer questions and engage in discussion.

Your on-site contact will be Gabriella Prins and you will be able to find her in the posters area or at the Registration Desk.

POSTER SPECIFICATIONS

- Posters will be presented in traditional paper format.
- The maximum size that will fit on the display boards provided is A1 (594 x 841 mm / 23.4 x 33.1 inches).
- Orientation: portrait.
- Fixative: please supply your own fixative (putty or double-sided tape) and do not use pins.

POSTER LOCATION

- Venue: Hall 3.
- Please see the poster schedule [here](#) for the day you will present your poster. The three digit number on the schedule next to your name is your poster location number.
- When you arrive on your poster day, you will find your space indicated with your unique poster number.

POSTER SET-UP AND REMOVAL

- Each poster presenter is responsible for setting up and removing their own poster on the day of presentation.
- Set-up: from 07h00 on each day
- Removal: must be removed by 18h00 on Thursday through Saturday, and by 15h00 on Sunday. Posters not removed by this time will be disposed of by the Conference Organisers.

TWITTER AND FACEBOOK

We encourage you to join the @AORTIC_Africa social networking community and engage with delegates on your topic before and after your session. Create a pre-conference discussion by tweeting using the AORTIC 2013 hashtag: #aortic2013

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