



AORTIC 2015 PROGRAMME BRIEFING DOCUMENT

Thank you for contributing to the programme of the AORTIC 2015 Conference. This document serves as a final reminder and briefing on your participation in the AORTIC 2015 programme. It contains important information for:

- **CHAIRS:** Section 1 on pages 2-4
- **SPEAKERS:** Section 2 on pages 5-6
- **POSTER PRESENTERS:** Section 3 on pages 7-8

The AORTIC 2015 Programme and Poster Schedules can be viewed here: <http://aorticconference.org/programme/>. We encourage you to review them carefully and ensure that you are familiar with your programme role(s), presentation dates and times.

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 the Speakers in your session to register.

If you have not already done so, please register right away via the AORTIC 2015 website: <http://aorticconference.org/register-now/>

UPON ARRIVAL AT THE CONFERENCE

Located in the foyer off of the main entrance, the Registration Desk will be open during the conference week from Wednesday to Saturday 07:00 – 17:30, and on Sunday from 07:00 – 12:00. 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.

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 2015 hashtag: #aortic2015

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 Marrakech!

Karen Hilliard

**AFRICAN ORGANISATION FOR RESEARCH AND TRAINING IN CANCER
ORGANISATION AFRICAINE POUR LA RECHERCHÉ ET L'ENSEIGNEMENT SUR LE CANCER**

AORTIC 2015 PROGRAMME SECRETARIAT

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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 Assistant 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 Assistant will tell you which presentations have been received for the session. You can use your discretion if there are any no-shows. (Not applicable for Early Morning Roundtable sessions)
3. If you are in the Fez 1 or Fez 2 on Wednesday or Thursday, or Ministers Amphitheatre or Ambassadors Amphitheatre on Friday, Saturday or Sunday, announce that interpretation headsets are available from the INTERPRETATION HEADSET DESK in the main foyer. Cash, a passport or similar will be required as a deposit.

SESSION DETAILS

Please review the programme to find the time and room number of your session(s). The programme can be downloaded here: <http://aorticconference.org/programme/>. In order to ensure smooth session operation, Speakers and Chairs are requested to come to the session room at least 10 minutes before the session starts and make contact with each other.

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

The abstract publication is available here: <http://aorticconference.org/programme/>. It is only available online this year. It contains the abstracts from the AORTIC 2015 Call for Abstracts which will be given as oral or poster presentations. It also includes abstracts from many of the Invited Speakers on the topics they will address in their sessions.

PRESENTATIONS

Speakers have been instructed to deliver their PowerPoint or PDF presentations to the Speaker Prep Room (Reda 2, Level -1, Palais des Congrès de Marrakech) upon arrival at the conference. 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 presentation you are of course welcome to. Please just deliver it to the Speaker Prep Room as per the instructions above.

Speaker Prep Room Hours

Tuesday, 17 November 16:00 – 18:00

Wednesday, 18 – Saturday, 21 November 07:00 – 17:30

Sunday, 22 November 07:00 – 12:15

Please note that there are no AV or presentation facilities in the Early Morning Roundtable sessions.

RULES FOR PRESENTATIONS

- Speakers do not need to email final presentations ahead of time. Please bring your final presentation with you on a memory stick and take it to the Speaker Prep Room (Reda 2, Level -1, Palais des Congrès de Marrakech) at least 24

hours before your session. Staff will upload it and assist if there are font or display problems, or special requirements such as audio or video.

- All presentations should be in Microsoft PowerPoint or PDF. No other formats will be accepted.
- All presentations should be in standard definition (SD) resolution.
- If you are using media files (e.g. videos, photos), please use the lowest sufficient resolution, embed media files within the presentation, and bring source media files with you.
- Screens will be 4:3 format, presentations should be formatted accordingly.
- **Apple/Mac** users are requested to bring all components of their presentation (e.g. 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 presentation directly to the session room; it will not be accepted. All presentations must be uploaded in the Speaker Prep Room.
- Personal laptops are not permitted for presentations.
- Printing: No printer is available in the Speaker Prep Room. There is a pay per page print service available at the Registration Desk (black and white only).

LANGUAGE AND INTERPRETATION

Speakers may give their presentation in French or English, but interpretation will only be provided in Fez 1 and Fez 2 (Wednesday and Thursday) and Ministers Amphitheatre and Ambassadors Amphitheatre (Friday, Saturday and Sunday). Headsets will be available from the INTERPRETATION HEADSET DESK in the main foyer. Cash, a passport or similar will be required as a deposit.

ASSISTANCE IN THE SESSION ROOMS

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

AUDIO-VISUAL (AV)

There will be an AV technician in your session room who will put each presentation up on the screen. Speakers will see their presentation 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 Assistants during discussion.

Please note that there are no AV facilities in the Early Morning Roundtable sessions.

SEATING ARRANGEMENT


Please sit at the Top table; there will be a name plate indicating your place. 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 the daily Keynote sessions, the Speaker should join the Chair(s) at the Top table. For Early Morning Roundtable 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).



Sessions must end promptly at the scheduled time. We have a tight turn around in most of the venues for sessions and rely on the Chairs to ensure their session ends on time so that the next session can start on time. The AV technician will play a sound when the session time is up. When you hear the sound please wrap up your session immediately. The sound will be repeated more loudly if the session continues longer than another 5 minutes.

QUESTIONS AND DISCUSSION

As Chair you are free to run the questions and discussion time as you choose. This could happen after each presentation or after all presentations just before the end of the session. Speakers may take questions from the lectern or join you at the Top table. The Room Assistant will be present to circulate the microphones. Please indicate to whom they should pass the microphone.

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: <http://aorticconference.org/programme/>. In order to ensure smooth session operation, Speakers and Chairs are requested to come to the session room at least 10 minutes before the session starts and make contact with each other.

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

The abstract publication is available here: <http://aorticconference.org/programme/>. It is only available online this year. It contains the abstracts from the AORTIC 2015 Call for Abstracts which will be given as oral or poster presentations. It also includes abstracts from many of the Invited Speakers on the topics they will address in their sessions.

PRESENTATIONS

Please prepare and practise your presentation beforehand to ensure that the timing is correct, and allows some time for questions. If you are unsure of how much time you have been allocated for speaking, please contact the Chair(s) of your session.

Speakers please deliver your presentations to the Speaker Prep Room (Reda 2, Level -1, Palais des Congrès de Marrakech) upon arrival at the conference. All presentations 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.

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.

Please note that there are no AV or presentation facilities in the Early Morning Roundtables sessions.

RULES FOR PRESENTATIONS

- Speakers do not need to email final presentations ahead of time. Please bring your final presentation with you on a memory stick and take it to the Speaker Prep Room (Reda 2, Level -1, Palais des Congrès de Marrakech) at least 24 hours before your session. Staff will upload it and assist if there are font or display problems, or special requirements such as audio or video.
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- Please do not take your presentation directly to the session room; it will not be accepted. All presentations must be uploaded in the Speaker Prep Room.

- Personal laptops are not permitted for presentations.
- Printing: No printer is available in the Speaker Prep Room. There is a pay per page print service available at the Registration Desk (black and white only).

SPEAKER PREP ROOM – REDA 2

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

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LANGUAGE AND INTERPRETATION

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ASSISTANCE IN THE SESSION ROOMS

Each session room will be staffed by a Room Assistant and an AV technician. The Room Assistant can help with general enquiries and the AV technician will manage the presentations, sound and microphones. If you experience any problems, please speak with the Room Assistant.

AUDIO-VISUAL (AV)

There will be an AV technician in your session room who will put each presentation up on the screen. Speakers will see their presentation 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 Assistants during discussion.

Please note that there are no AV facilities in the Early Morning Roundtable sessions.

SEATING ARRANGEMENT

The Top table is reserved for Chairs, and the front row in the session room will be reserved for Speakers.

For the daily Keynote sessions, the Speaker should join the Chair(s) at the Top table. For Early Morning Roundtable 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. The turnaround time in venues is tight, so it is also very important that sessions start and end on time. The AV technician will play a sound when the session time is up. When you hear the sound please wrap up your session immediately. The sound will be repeated more loudly if the session continues longer than another 5 minutes.

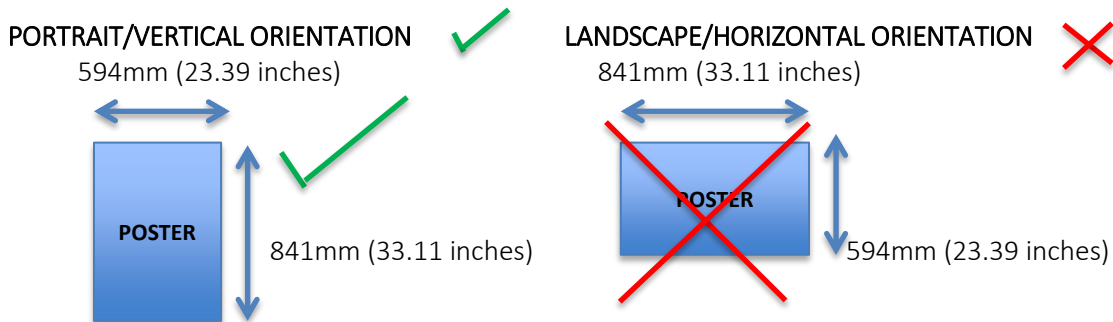
QUESTIONS AND DISCUSSION

The Chairs will run the questions and discussion. This could happen after each presentation or after all presentations just before the end of the sessions. Speakers may take questions from the lectern or join the Chairs at the Top table. The Room Assistants will circulate the microphones among the audience.

SECTION 3 | INFORMATION FOR POSTER PRESENTERS

POSTER SIZE

A1: 594 mm x 841 mm (23.39 x 33.11 inches), portrait/vertical orientation. *Posters cannot exceed this size, and cannot be landscape/horizontal orientation – otherwise your poster will NOT fit on the board and you will not be able to display it.*



PRINTING YOUR POSTER

It is the responsibility of the author presenting the poster to print the poster and bring it to the conference.

To print A1, you will likely need to make use of a commercial printing service. Ask your printer which file formats they accept/prefer, how long they will take to print, how much it will cost, colour options, and if there is anything else you need to know.

POSTER ELEMENTS

- *Title:* Shorter is catchier and will fit more easily. Font size recommendation: 90pt
- *Name and affiliation:* Both should be easily discernible, your viewers want to know where you and your co-authors come from.
- *Headings:* Show viewers at a glance what each section is about. Font size recommendation: 36 – 48pt
- *Introduction:* What are you talking about and why should your viewers be interested? Brevity is important here as the content of the introduction will be illuminated elsewhere on the poster.
- *Body:* The main part of your story. Keep text to a minimum (use 800 words as a guide). Font size recommendation: +/-24pt
- *Graphics:* Graphics such as tables, charts and photos are important on posters. They should be relevant, prominent and of a suitable quality to be printed on the A1 poster.
- *Conclusions:* What should viewers take away with them?
- *References:* Give credit to any resources you used in making your poster.

HANDOUTS

You may create, print and bring handouts with you. A plastic sleeve attached to the poster board is recommended for distribution. Please note that it must fit within your allotted poster space.

GETTING YOUR POSTER TO THE CONFERENCE

You must bring your own printed poster to the conference. Special cases exist for transporting such large paper objects, and you may be able to take them with you as hand luggage on the airplane. Do not fold your poster. Be sure to bring all the files used for making your poster with you in case anything goes wrong. And remember to bring with you your own fixative (Prestik/Blu tack/putty or double-sided tape) to mount your poster. No pins are allowed.

DISPLAYING YOUR POSTER

There are two poster displays at AORTIC 2015: the General Poster Display and the Moroccan Poster Display. The General Poster Display will be in the Royal Ballroom, and this is split into two display sessions. The first session is Thursday – Friday and the second session is Saturday – Sunday. Please see the General Poster Schedule [here](#). The Moroccan Poster Display will be in Asni and this display session is Friday – Sunday. Please see the Moroccan Poster Schedule [here](#).

Each poster has a unique three-digit number. The number is preceded by “P” if it is part of the General Poster Display, and “MP” if it is part of the Moroccan Poster Display. When you arrive on your first poster display day, you will find your space indicated with your unique poster number. Set up is from 07:00. Be sure to carefully store your poster tube, the conference staff will not assist with this.

You are encouraged to be present at your poster during lunches and refreshment breaks in order to answer questions and engage in discussion.

REMOVING YOUR POSTER

It is your responsibility to remove and collect your poster at the end of your display session. Posters not removed by Presenters will be disposed of by conference staff. Posters must be removed by 18:00 from the first General Poster Display in the Royal Ballroom on Friday; and by 13:30 from the second General Poster Display in the Royal Ballroom and the Moroccan Poster Display in Asni on Sunday.

If you have any questions regarding your session or what to expect as a Chair, Speaker or Poster Presenter, please feel free to contact the Programme Secretariat.

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