



## BRIEFING NOTES FOR ePOSTER and PHYSICAL POSTER PRESENTERS

The Organising Committee welcomes your contribution to the XXII International Congress of The Transplantation Society 2008. In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these briefing notes ahead of the Congress** to assist in ensuring your presentation runs smoothly.

### GENERAL INFORMATION

Please visit the registration desk when you first arrive at the Congress to collect your name badge and other related materials. From there you will be directed straight to the Speaker's Preparation Room where you will need to check in with the audio visual technicians.

If you have any queries regarding the program or your presentation, please visit the Program enquiries desk in the Parkside Foyer on Level 1. The desk will operate during the following times:

Saturday 9 August	07:00 – 17:00
Sunday 10 August	07:00 – 18:00
Monday 11 August	07:00 – 17:00
Tuesday 12 August	07:00 – 17:00
Wednesday 13 August	07:00 – 17:00
Thursday 14 August	07:00 – 17:00

### EPOSTER ACTIVATION

It is important to visit the Speaker Ready Room and inform staff that you are present so your ePoster is activated for delegates to view. The Speaker Ready Room is located in Bayside Room 109.

You can also edit or upload your ePoster in the Speaker Ready Room, but please bare in mind that there are close to 2500 presenters at the Congress so it is highly recommend that you upload your ePoster before the commencement of the Congress and if you wish to edit your ePoster please do so if is absolutely necessary.

### SPACE AND TIME ALLOTTED (PHYSICAL POSTERS ONLY)

If you have chosen the option to display a physical poster you have been allocated a day to present your poster and a poster board number. Poster board numbers will be displayed on a board at the entrance to Exhibition Hall 6. The date of your poster session is detailed in your original acceptance letter. Please email [presenterts@mmeetingplanners.com.au](mailto:presenterts@mmeetingplanners.com.au) if you want to confirm when the date of your physical poster is scheduled.

## Poster Sessions

All poster sessions will take place in Hall 6 of the Sydney Convention and Exhibition Centre. It is your responsibility to place and remove your poster.

### Poster Session I

Monday 11 August  
Set Up Time: 0700 - 0800  
Viewing Time: 0800 - 1800  
Presentation Time: 1200 - 1300  
Dismantle: 1800 - 1900

### Poster Session II

Tuesday 12 August  
Set Up Time: 0700 - 0800  
Viewing Time: 0800 - 1800  
Presentation Time: 1200 - 1300  
Dismantle: 1800 - 1900

### Poster Session III

Wednesday 13 August  
Set Up Time: 0700 - 0800  
Viewing Time: 0800 - 1800  
Presentation Time: 1200 - 1300  
Dismantle: 1800 - 1900

### Poster Session IV

Thursday 14 August  
Set Up Time: 0700 - 0800  
Viewing Time: 0800 - 1700  
Presentation Time: 1200 - 1300  
Dismantle: 1700 - 1800

## SPEAKER PREPARATION ROOM

The Speaker's Preparation Room is located in **Bayside Room 109** on Level 1 of the Sydney Convention Centre and will operate at similar times to the registration desk. The room will be open during the following times:

Saturday 9 August	07:00 – 17:00
Sunday 10 August	07:00 – 18:00
Monday 11 - Wednesday 13 August	06:00 – 18:00
Thursday 14 August	07:00 – 17:00

## LANGUAGE

Please note that the official Congress language is English. **All presentations must be made in English.**

## FURTHER ASSISTANCE

If you require further assistance, please contact the Congress Managers, The Meeting Planners at:

**Email:** [presenterstts@meetingplanners.com.au](mailto:presenterstts@meetingplanners.com.au)

**Phone:** +61 2 8221 8814

**Fax:** +61 2 9929 5573

**Thank you for your help in making the  
XXII International Congress of the Transplantation Society Sydney 2008  
a success.**