



# XIX FIGO World Congress of Gynecology & Obstetrics

## 4 – 9 October 2009, Cape Town, South Africa

Dear Presenter in the Free Communication Session,

Thank you for submitting your abstract for the XIX FIGO World Congress of Gynecology and Obstetrics.

- Please refer to the Scientific Programme section on the Congress website <http://www.figo2009.org.za/ScientificProgramme.asp> for the updated programme with sessions, topics and speakers.

### PRESENTATION

- The duration of your talk is 8 minutes + 2 minutes for questions from the audience.

It is essential that you keep within your allotted time. If you exceed your time the chair will have to stop you and the microphone will be turned off. We are sorry we have to be so strict, but each room usually has sessions before and after yours and the time scheduling is tight.

- You are welcome to submit your slide presentation ahead of time to the following email address: [figo2009@avalliance.co.za](mailto:figo2009@avalliance.co.za)  
Maximum size of the presentation should not exceed 10MB.

Please include the following details in the body of the email:

- Speaker (Name, Surname)
- Title of the Presentation
- Name of the Session the speaker is presenting in
- Date of Presentation
- Time of presentation

If the size of your presentation exceeds 10MB, you will be able to pre-load it at the Congress as per the guidelines for depositing the file below.

### PRESENTATION FORMAT

- ONLY PowerPoint presentations, Office 2007 and all prior versions for PC are accepted (PowerPoint version used in the meeting room is Office 2007 for best compatibility reasons).
- Please save the presentation on a CD or USB key. Personal laptops are not allowed.
- If you have pictures, they must be under the following format: .jpg, .gif, .tiff, or .bmp (format .pict prohibited).
- The use of embedded videos in your presentation is discouraged.

### Presentations made in localised software environments (e.g. national character sets, fonts, etc.):

Please use usual PC fonts for your PowerPoint presentation such as Arial, Times New Roman and the Wingdings collection for special characters and other signs.

### DEPOSITING YOUR FILE

Free communications presenters' PRE-VIEW ROOM will be located in Room 1.52 at the Convention Centre (CTICC). You are requested to pre-load your talk a day before your presentation, e.g. if your talk falls on Tuesday, pre-load it on Monday between 09h00 and 16h00. If your talk falls on Monday 5<sup>th</sup> October, please pre-load it on Sunday 4<sup>th</sup> October between 12h00 and 16h00 (before the Opening Ceremony).

In the PRE-VIEW ROOM, you will be assisted by a multimedia specialist who will check your presentation with you, upload it on a server, make sure it runs properly, and show you how to launch it from the meeting room computer.

President of the Congress:  
Dorothy Shaw

Chair – Organising  
Committee:  
Ralph Hale

Members:  
Sebaratnam Arulkumaran  
The Lord Patel  
Bryan Thomas

Chair – Local Organising  
Committee:  
Gerhard Lindeque

Chair – Scientific Programme  
Committee:  
Tom Baskett

Events Et Meetings Manager:  
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### IN THE MEETING ROOM

- You will launch your presentation from the lectern. The PC on the lectern is programmed with 1280X1024 pixels and is linked to a Video-projector.
- Once the presentation is launched, you, the speaker, will control the programme by clicking on the mouse or on the keyboard.

Please, do NOT come at the last minute with your own laptop to the meeting room: you will NOT be able to connect it. You must go to the PRE-VIEW ROOM beforehand.

- On the day of your presentation arrive 15 minutes before your session is due to start to meet the session chair and the AV technician. Bring your presentation on a CD or USB key as a backup.

If you have any questions, please contact the FIGO Secretariat at [congress@figo.org](mailto:congress@figo.org)

Best wishes,

Tom Baskett  
Chairman, Scientific Programme Committee

Marta Collins  
FIGO Events and Meetings Manager

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