

26th ESTS MEETING

27 MAY - 30 MAY 2018 • LJUBLJANA, SLOVENIA



GUIDELINES & INFORMATION FOR SPEAKERS, CHAIRPERSONS AND POSTER PRESENTERS

Speakers Room/Preview room: Foyer II on the -2 floor

Opening Hours Speakers/Preview Room:

| | |
|-----------------------|-------------|
| Saturday 26 May 2018 | 16.00/19.30 |
| Sunday 27 May 2018 | 07.00/18.00 |
| Monday 28 May 2018 | 07.00/18.00 |
| Tuesday 29 May 2018 | 07.00/18.00 |
| Wednesday 30 May 2018 | 07.00/11.30 |

If you are a Chairperson:

Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.

We may remind you that speakers need to strictly observe the time schedule.

Participants in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin. Hostesses will be collecting personal data of all discussants in the plenary hall and breakout hall by scanning the bar code printed on every name badge.

If you are a Speaker in a session:

1. Please locate your session room in due time. Please be at your session room at least 15 minutes prior to the beginning of the session.
2. Speakers should deliver and view/check their PowerPoint presentations at the Speakers Room/Preview Room located on Foyer II on the -2 floor, **at least 2 hours prior to the beginning of the respective session** for organisational reasons. Please use one of the following slide size for your presentation: 16:9 or 4:3.

For Breakfast Sessions, the PowerPoint presentations should be delivered the previous day.

Presentations must be prepared in PowerPoint (MS Windows) and provided on a USB-removable drive.

Macintosh presentations cannot be accommodated, unless saved to a PC-formatted USB stick.

To avoid any delays, speakers are kindly requested to hand in their PowerPoint presentations on an electronic support (USB).

Failure to check in presentations on time may result in them being unavailable for projection when required.

Technical personnel will be available in the Speakers Room/Preview Room to assist you with loading your presentation.

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Presentations will be transferred from server to the session room electronically. Speakers are not permitted to take PowerPoint presentations directly to the technical assistant in the session rooms.

The use of personal laptops for presentations in the session is strictly prohibited.

Protection of copyright will be guaranteed.

Please note that presentation time is strictly limited, no exceptions. Time your presentation carefully according to the time dedicated in each session:

| | |
|----------------------|---|
| Oral Sessions | 7' presentation + 3' discussion |
| Brompton Session | 8' presentation, 2' invited discussant, 10' other discussants |
| Interesting Cases | 5' presentation + 5' discussion |
| Video Session | 7' presentation + 3' discussion |
| Nurse Symposium Oral | 7' presentation + 3' discussion |

Microphones for discussants will be available in each session room.

Discussion and questions in selected sessions will be recorded to be included in the manuscript.

ESTS expects that all speakers presenting in ORAL sessions and the Brompton and Young Investigator Award sessions to submit full manuscripts online for review to the European Journal of Cardio-Thoracic Surgery (EJCTS) by 1 September 2018. Moreover the prize winners in all other prize sessions are expected to submit full manuscripts online for review to the European Journal of Cardio-Thoracic Surgery (EJCTS) by 1 September 2018.

Note that the Program Committee will consider the previous manuscript submission record of ALL speakers when preparing future ESTS meetings.

Submission for review, case report, and video or poster presentations to either EJCTS or ICVTS is optional but welcomed.

Manuscripts should be prepared and submitted according to the Instructions to Authors. The manuscript submission is online only at: <http://ejcts.oxfordjournals.org/>

Please include "Presented at the 26th European Conference on General Thoracic Surgery of the European Society of Thoracic Surgeons, Ljubljana 2018" on the title page of the manuscript.

The audio-visual recording of the scientific presentations will be the property of ESTS.

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If you are a Poster Presenter

The poster area is located in the Foyer I (floor -1).

The poster should be prepared in portrait format and should not exceed the following maximum dimensions: Length 140 cm, width 90 cm.

Please attach the poster to the board with the corresponding poster number. Pins will be available in the poster area. Please use only the fixing materials made available by the poster exhibition staff in order to avoid damage on the poster board.

Posters have to be fixed on Saturday 26 May from 17:00 – 19:00 or Sunday 27 May from 08:00 – 09:00.

Posters have to be removed on Wednesday 30 May 2018.

Important note: posters that have not been removed on Wednesday 30 May by 13:00 will be removed and disposed of by the staff.

If you have any questions regarding your poster(s), please do not hesitate to contact the staff at the registration desk.