

SYMPOSIUM

A symposium is collection of scientific reports focused on a particular theme or subject presented in a one or one and a half hour session, depending on number of presenters (can be no more than 4). The chair coordinates the collection and communication of information to and from presenters in his/her symposium. However, please note that each presenter must register for the conference and must send a separate disclosure form.

Submission Guidelines (Submission Deadline: May 15th, 2009)

Symposium proposals may be up to 2,000 characters in length. Symposium panels can consist of no more than 4 speakers.

Abstracts are to be submitted between March 16th and May 15th on the ISPNE website (www.ispne.org) and must contain the following sections:

- Background
- Methods
- Results
- Conclusions, and
- 6 Keywords

All sections together may be no more than 2,000 characters in length (not including spaces). Section titles (e.g. Background, Methods, etc.) not considered in the character count.

Presentation Guidelines

- A symposium can only last 90 minutes.
- A maximum of 4 presenters is allowed. This provides 15 min. per presenter, 5 minutes Q&A for each presenter, 5 minutes total for transition between symposium speakers and 5 minutes to transition to the next symposium/free communication.
- If any or all of the work in this symposium was prepared with commercial support, a statement “Supported by funding from _____ [name of the company]” **must be noted at the beginning of the presentation.**
- **REMEMBER:** In consideration to all the other presenters, your session cannot go over the time limit, so please prepare accordingly.
- The chair of your specific symposium is responsible for collecting all of the presentations and submitting in advance. Any revisions should be provided by the chair on a disk or flash drive the morning of the presentation so they can be pre-loaded onto the presentation computer. This is to avoid any delays that could be encountered by individuals loading their specific presentations during the symposium.



July 23-26, 2009
San Francisco, CA
www.ispne.org

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- For symposia and free communications, ISPNE will provide podium and microphone, a laptop, LCD projector and a screen. Electric pointers, overhead projectors, blackboards, handouts and flip charts will not be provided.
- Prepare and bring with you to the meeting all illustrations needed for your presentations, i.e., figures, tables, schemes, equations, etc.
- Symposia scheduled for presentation will be listed in the *40th Annual ISPNE Conference Program*.

General Disclosure Policy

- Every presenter involved in the *40th Annual ISPNE Conference* must submit a disclosure form.
- In addition, each presenter must make every effort to ensure meaningful disclosure of limitations on data, e.g., ongoing research, interim analysis, preliminary data, or unsupported opinion.

Visit www.ispne.org or contact the conference organizer, meetings@ispne.org, with any questions or for additional information.