



*Southern California Chapter  
American College of Surgeons*

January 2012

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**MEMORANDUM**

TO: Poster Presenters  
FROM: C. James Dowden  
Executive Director

RE: General Instructions

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In preparation for your Poster presentation at the Annual Scientific Meeting of the ACS Southern California Chapter, the following suggestions are offered:

- This year the Posters will be presented orally. Both poster sessions (Friday and Saturday) will take place in the General Lecture hall the Loggia Ballroom.
- You should prepare no more than 3 Power Point slides as part of your presentation. Prior to the beginning of the Poster Session, give your ppt file on a thumb drive or cd to the Audio Visual technician in the back of the Ballroom. He will load your slides on the common computer. He will need to know your name and the scheduled time of your presentation. He will project your first slide at the time you go up to the podium. You can use the controls at the podium to advance to subsequent slides.
- The specific time of your presentation is listed in the Conference Program booklet. You have been allocated a total of 8 minutes. Your oral presentation should be a maximum of 5 minutes to be followed by up to three minutes of Questions and Answers from the moderator and audience. You should practice your presentation ahead of time to assure that you do not exceed this limit. The moderator will interrupt and terminate presentations that run over the allotted time.
- The information you intend to convey on your slides should be in large type or large design so that it is readily viewable in a large room. An elaborate display is not required. There is a tendency to try to cram too much material into each slide think through carefully what you need to convey and portray it in a way that is uncluttered and clear to the viewers. Those interested in the fine details will have an opportunity to ask you questions both during and after the session.
- Be sure you have submitted a conference registration form BEFORE the meeting. Go to [www.socalsurgeons.org](http://www.socalsurgeons.org) to download a registration form. When you arrive at the hotel stop by the Chapter registration desk to pick up your registration credentials.

Please give me a call if you have any questions or need further information regarding your Poster presentation.

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