

## **INSTRUCTIONS FOR ORAL PRESENTERS**

Please bookmark this important information. Deadline for editing your abstract is  
Friday, December 2, 2016

### **Instructions For Editing Your Abstract**

It is important that you follow the instructions below to edit your abstract. Your abstract will appear in the Final Program, Mobile App and on our website. If you do not edit your abstract, we will use your original submission. Upon entering your password, you will find your abstract. You may edit only the body of your abstract; all other fields are not available for changes. You may return to this site as often as you like to edit your abstract prior to the deadline of December 2, 2016. You may use a maximum of 2500 characters, including spaces, in your abstract text. Do not insert the title or author information in the body of the text.

When editing your abstract, keep in mind that special characters (such as Greek letters and symbols) and formatting (such as subscripts, superscripts, or bold) will not transfer when entered from your processor. You will have to replace special characters by using the special character field. When you have completed your extended abstract, please view and print the final "proofing screen" for your records.

You may add one figure in the form of an image, a graph, or a table to your abstract. The file format you submit should be sized and in print-ready format. The figure must be saved in the size of 3 inches width and 2 inches height. Any figures not saved to these specifications will appear "cut off" when printed. Include the caption as a part of your figure. The text in your figure should be large enough so that it is readable when sized to 3 inches width and 2 inches height.

### **General Information**

If you need to withdraw your abstract/presentation, you must email [program@pittcon.org](mailto:program@pittcon.org). Failure to notify us will result in your name being added to a list of "no show" authors. These authors are banned from presenting a poster or paper at the Pittsburgh Conference for 2 years. Only the first author listed on the abstract can make the withdrawal request.

All program rooms will be equipped with an LCD projector, a microphone, and a computer. If you will be using Power Point or any other PC-based format, you must bring your presentation on a CD ROM or USB thumb/stick/jump drive. A speaker ready room (Room W182) will be available for presenters to preview audio-visual materials.

The timing of your presentation is very important. Since there are so many parallel sessions, we need to adhere strictly to the time schedule. Information on the length of presentations is listed below. This includes set up of equipment, the actual presentation, and questions and answers period.

- Award sessions – 35 minutes, unless otherwise noted
- Symposia sessions – 35 minutes, unless otherwise noted
- Oral sessions - 20 minutes
- Workshop sessions – times vary, usually 20-35 minutes

It is very important to check-in with your session presider either at the beginning of the session or at recess.

### **Reimbursement**

Oral and poster presenters are not reimbursed for any expenses.

Workshop and organized presenters are reimbursed complimentary registration only.

If you are receiving complimentary registration, we will provide you with the information and a link in January 2017. Do not register until we have emailed you the information.

Pre-registration and housing forms are included in the Preliminary Program and on our website, [www.pittcon.org](http://www.pittcon.org). It is recommended that you complete and return these forms as soon as possible.

For questions, email: [program@pittcon.org](mailto:program@pittcon.org)