

Wound Healing Society
18th Annual Meeting and Exhibition Guidelines

Podium Presentation Guidelines:

Congratulations on the acceptance of your oral abstract for the 2008 Wound Healing Society Meeting. Thank you for joining us in our mission to provide a forum for those interested in wound care to come together to share information, network, and enjoy the conference.

In order to ensure your presentation works properly, all presenters are required to check in at the Speaker Ready Room (Room 21) at least 12 hours prior to presentation time, then arrive at the session room 20 minutes prior to your presentation. You will have an LCD projector, laptop, screen, podium, and microphone available for your use.

Presentations MUST be provided in Microsoft® PowerPoint®98 or later versions of this program. Make certain that slides are sized for "On-screen Show" (Go to File on the standard toolbar, then select Page Setup in the drop-down box). You will need to provide a copy of your presentation on a CD-ROM or memory stick (USB Jump Drive) to the audio-technical person.

The length of your presentation will be a maximum of 10 minutes. Please practice your presentation to ensure that you do not exceed 10 minutes. If there is time remaining at the end of the presentations, the moderator may choose to coordinate a Q&A (max. 2 minutes) with the audience.

Should you have any questions throughout the conference, please do not hesitate to ask any HMP/WHS staff member. **When you visit the registration area to pick up your registration package then come to the WHS booth to check in.**

Once again, congratulations on being accepted as an oral abstract presenter and thank you for participating in the Symposium on Advanced Wound Care & Wound Healing Society Meeting.

Young Investigator Presentation Guidelines:

The Young Investigators Award Competition is scheduled for Friday, April 25, 2008, 8:30 to 11:00 a.m. The panel of judges will be in the audience during the presentations. Questions will be facilitated by the moderators on stage.

Young Investigators will be honored at the WHS annual business meeting and reception on Saturday, April 26 at 6:00 p.m. Presentation of the Young Investigator Awards will be made at that time. You are asked to be present.

Blue Ribbon Finalist and Poster Presentation Guidelines:

Poster setup will be on Thursday, April 24, 2008 from 8:00 am to 4:00 pm. Posters will remain up and available for viewing throughout the conference. Posters must be **taken down no later than 4:00 pm on Sunday, April 27. Any materials left in the poster area after 4:00 pm Sunday will be discarded by event staff**, so please take your poster down on time.

We are pleased to announce that ALL posters will be displayed for the entire meeting, allowing more time for viewing. Blue Ribbon Finalists will have posters on display in a designated section.

Following are the poster sessions. If at all possible, please arrange your schedule so you (or a designated colleague who is also a registered attendee) can be in attendance at your poster:

Morning Poster Sessions:

Friday, April 25 from 7:00 to 8:45 am and Saturday, April 26 from 7 to 8:45 am

Poster Gala and Awards:

Friday, April 25 from 7:00 to 10:00 pm (all poster presenters should attend)

Announcement of Blue Ribbon Poster Awards and Annual WHS Business Meeting and Social Event are scheduled for Saturday, April 26 at 6:00 pm at the Manchester Hyatt.

Please adhere to the following guidelines:

Posters will be displayed on bulletin boards that are 4 feet high x 8 feet wide. Limit the size of your poster to 4 feet in height and 8 feet in width.

The abstract number assigned to the poster, need not be placed on your poster. The poster boards will be numbered for you.

Remember to bring your own tacks and mounting supplies because these will not be provided for you.

Be sure to include the abstract title, authors' names, and the institution where the work was completed, in large letters centered at the top of the poster.

We suggest that you place a reproduction of the abstract on the upper left side of the poster.

Do not mail your poster to the conference headquarters or to the meeting site. The Society is not responsible for lost posters.

The distribution of product samples is prohibited; however feel free to provide handouts, business cards and lots of conversation for the attendees browsing through the posters.