

**10<sup>th</sup> World Congress of the International Neuromodulation Society**  
**Hilton Metropole Hotel - London, England**  
**21-26 May 2011**

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## **Poster and Oral Presentation Instructions**

Thank you again for submitting your abstract to the INS 10<sup>th</sup> World Congress!

The Scientific Advisory Board recognizes that submissions of high quality, accepted for presentation at this meeting, should be acknowledged. All accepted abstracts will be published on the Society's website and in the Society's journal, *Neuromodulation: Technology at the Neural Interface*. INS will retain the copyright of published abstracts. All authors are also encouraged to submit full manuscripts to the Society's journal at <http://mc.manuscriptcentral.com/ner>.

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## **Meeting Registration Guidelines for Presenters**

Oral free paper and poster presenters must register for the meeting and pay the applicable registration fee, as INS will not waive the registration fee. Presenters are also responsible for all personal expenses (e.g., travel, hotel). You are encouraged to register for the meeting and to reserve hotel accommodations as soon as possible to ensure that space is available.

**For registration and hotel information, please contact:**

Chenoa Sloss at Vanern Enterprises, Inc.  
+1 (530) 870 5937 (tel)  
[register.inslondon@gmail.com](mailto:register.inslondon@gmail.com)

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## **Policy on Commercial Support**

Policy on Commercial Support: Presentations must avoid commercialism. Presentations that constitute promotion and advertising will not be accepted. If the cost of a presentation has been underwritten to any extent, a clear acknowledgement stating the support and identifying the source should be included in the abstract (e.g., "The support of [corporation or institution] for this project is gratefully acknowledged."). Statements made in presentations are the sole responsibility of the author or presenter. Statements should not be viewed as or considered representative of any formal stance or position taken on any subject, issue, or product by the International Neuromodulation Society.

Selection Criteria: Submissions will be reviewed and rated by members of the Scientific Advisory Board who have expertise in the clinical area to which the submission belongs. Each submission will be reviewed for its scientific or clinical importance, ethical practice, and study design.

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## Poster Guidelines

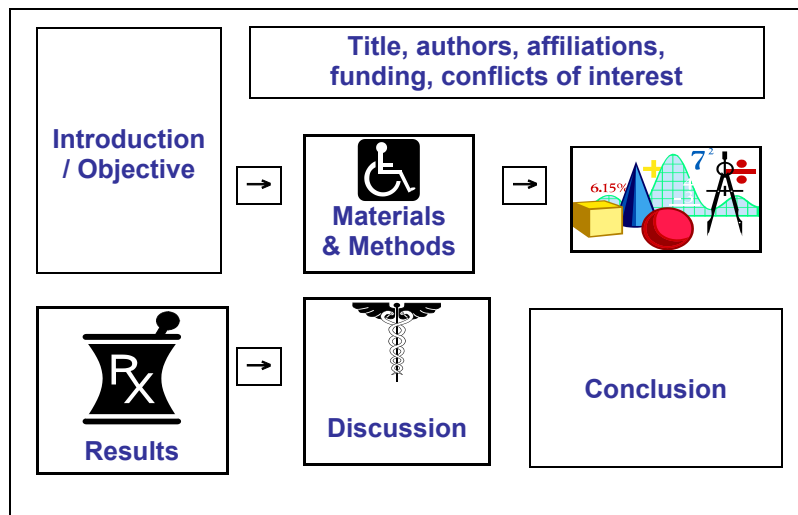
### Mounting and Removing Materials

We will provide you with a poster board on which to display your materials. Materials should be on thin poster paper or cardboard – anything heavier will not stay in position. You will be provided with pins or Velcro dots with which to fasten your poster to the board.

- Please do not write, paint, or use double-faced tape on the poster boards.
- Do not leave anything on the floor near or under the poster board once it is set up. Anything on the floor is a safety hazard, and any losses are not the responsibility of the Societies.
- Please note that projection equipment, videotape recorders, and electrical outlets will not be available in the poster session area.
- Follow the established schedule for set-up and tear down times. Any losses incurred by late tear down are the responsibility of the poster presenter.

### Poster Format

1. The poster board surface area is 1.3 m / 4 ft high and 2 m / 6 ft wide.
2. Prepare a label for the top of your poster indicating the title, authors, and institutional affiliations. **Please also include acknowledgment of any and all project funding and conflicts of interest.** Lettering should be at least 2.5 cm / 1 in high.
3. It is best to arrange written materials in columns. Text should supplement graphics -- the poster is primarily a visual, rather than a written presentation. It is helpful to use arrows to indicate the direction in which the poster is meant to be viewed.
4. An introduction should be placed at the upper left corner and a conclusion at the lower right corner, both in large type.
5. No materials should extend beyond the perimeters of the board (above, below, or on the sides).
6. Use the board assigned to you and do not move the location of your poster.



### Illustrations

Be advised that illustrations will be viewed from a distance of .7 m / 2 ft or more. The sequence of illustrations should be indicated with numbers or letters at least 2.5 cm / 1 in high, preferably in bold font.

Each figure or table should have a heading of one or two lines in large type stating the point of its message. Detailed information can be provided in a legend in small type below the figure. These legends should be brief, yet informative. Charts, drawings, and illustrations might be similar to those used in making slides, although preferably simpler (avoiding unnecessary details) and more heavily drawn. Keep everything as clear as possible.

### General Information

Your poster should be self-explanatory so that you are free to supplement and discuss particular points raised by viewers. The poster session offers the perfect opportunity for informal discussion, but discussion becomes difficult if you have to devote your time to explaining your poster.

### Poster Schedule

Authors are requested to be present on their assigned presentation date(s) at the following times:

<b>Monday, 23 May</b>	07.30 – 08.00, 10.10-10.30, 13.15 – 14.30, 16.30-16.50
<b>Tuesday, 24 May</b>	07.30 – 08.00, 10.10-10.30, 13.15 – 14.00, 16.30-16.50
<b>Wednesday, 25 May</b>	07.30 – 08.00, 10.10-10.30, 13.15 – 14.30, 16.30-16.50

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## Oral Presentation Guidelines

If your abstract has been accepted for oral presentation, please prepare an 8-minute lecture, with a maximum of 10 slides in PowerPoint format. Your PowerPoint slides must be submitted to [inscongress@neuromodulation.com](mailto:inscongress@neuromodulation.com) by **April 29th**.

Each presenter will be allotted 8 minutes of lecture time, and 2 minutes for questions and answers. Since the presentation schedule is quite full, we strongly advise that you adhere to this timeframe. As this may not allow enough time for all questions to be addressed thoroughly, we are also asking oral presenters to prepare and present posters, thus allowing more time to discuss your work with conference delegates.

### I. Per the ACCME Guidelines, all presentations should meet the following criteria:

- “All the recommendations involving clinical medicine in a CME activity must be based on evidence that is accepted within the profession of medicine as adequate justification for their indications and contraindications in the care of patients.
- All scientific research referred to, reported or used in CME in support or justification of a patient care recommendation must conform to the generally accepted standards of experimental design, data collection and analysis.
- The content or format of a CME activity or its related materials must promote improvements or quality in healthcare and not a specific proprietary business interest of a commercial interest.
- Presentations must give a balanced view of therapeutic options. Use of generic names will contribute to this impartiality. If the CME educational material or content includes trade names, where available trade names from several companies should be used, not just trade names from a single company.”  
(Source: ACCME Policies and Standards for Commercial Support)

### II. Your slide presentation must include the following:

A. **Title Slide:** Prepare your presentation with a title slide which includes the following information:

- Title of your presentation
- Your name and credentials (for example: MD, PhD, MBBS, RN)
- Your professional title
- Your institution or company

B. **Second Slide:** Please include a listing of all relevant financial relationships, including the company name, the nature of the relationship (i.e., your role), and what was received (e.g., “honorarium”). This listing should match the list presented on the accompanying disclosure form.