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<b>ISL-FD Guidelines</b>			
<i>Prepared by:</i> M. Galan	<i>Dept.:</i> Conference Chairman	<i>Date:</i> 16/07/2005	
<i>To:</i> Speakers		<i>c/c:</i> T. Jennings	
<b>SUBJECT</b>	<b>SPEAKER GUIDELINES</b>		

Dear Speaker,

First of all, thank you for your kind offer to share your knowledge with all the other participants to the conferences. With no doubt, this will help to spread the lyophilization and close related disciplines knowledge.

In order to keep and improve the level of presentations, pls. keep in mind the following guidelines:

1. Conferences must be essentially non-commercial. They must provide in-depth information with fair, full disclosure and equitable balance. Special care must be exercised to assure that presentations are neither promotional in nature nor appear to be intended mainly for the purpose of creating familiarity with particular lines of products and services.

**Company logos should be limited to a reasonable minimum. It is suggested that they only should be used in the first page of both the visual presentation and any conference handouts.**

2. The authors must follow the SI units, as stated in the Society Website

[http://www.islyophilization.org/Html/Standards\\_Report.html](http://www.islyophilization.org/Html/Standards_Report.html)

Other equivalent units may be indicated in brackets.

3. To include your data in the program of the conference, you should provide the following information:

Speaker name, Title, Company name, Full address, Phone, Fax and E-mail

4. In order to be introduced to the rest of attendees by the conference chairman, please give us a short biography of yourself (pls. limit to less than 50 words).

5. You should provide about three to five questions regarding the presentation. These questions should emphasize key points of the paper.

6. Pls specify the audio-visual equipment required for your presentation:

PC with Projector/ Overhead projector / Slide projector  
Video Equipment (Beta/VHS) and video standard (NTSC/Pal/Secam)  
Flipchart (whiteboard) with markers  
Other equipment (pls. specify)

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7. Respect any required deadlines from the organization and the conference chairman, specially the submission of:

Registration to the Conference	12 Sept. 2005
Conference abstract (to Conference Chairman)	26 Sept. 2005
Speaker information, Short biography, Audio-visual requirements (to Conference Chairman)	26 Sept. 2005

Don't forget to make your own hotel reservation. (There is a block of rooms with a special price reserved until 1 October 2005).

8. You are encouraged to bring with you copies of your presentation to be distributed as handouts to the Conference participants. You will find a table in the back of the Auditorium to leave the handouts you are bringing with you.
9. In order to expedite the presentation schedule and avoid embarrassing last moment failures, all visual files must be loaded to the Organization PC operated by a technician. **No PC's from any individual will be allowed.** Pls. notice that Speakers must bring their presentation either in a CD / DVD or in a USB removable memory device.
10. There will be a practice session with audio visual aid personnel on Monday October 24<sup>th</sup>, 2005 between 17:00 and 20:00 hours. Authors are to provide their audio/visual aids at that time to the technicians who will be operating the equipment. The technician will do a dry run with you so you will be familiarized with the equipment, the microphone and obtain a general feel for the amphitheater.  
Alternatively, in case you couldn't attend this meeting, when you arrive at the conference, locate the room where the sessions are to be held and check the set-up of your audio-visual files prior to the presentation (for instance, during the previous coffee break).

Thank you for your cooperation that will lead to a great success of the Conference.

Miquel Galan ([mgalan@telstar.es](mailto:mgalan@telstar.es))

For further and updated information, pls visit also:

[http://www.islyophilization.org/Html/Conference\(2005\)/Conference\(2005\).html](http://www.islyophilization.org/Html/Conference(2005)/Conference(2005).html)