



PHILIPPINE ORTHOPAEDIC ASSOCIATION
60th ANNUAL CONVENTION
November 9 to 14, 2009
EDSA Shangri-lo Hotel
Mandaluyong City, Philippines

“EAST Meets WEST: A Global Perspective of Lower Limb Orthopaedics”
FREE PAPER AND POSTER PRESENTATION GUIDELINES

I. FREE PAPER PRESENTATION

- A. The topics for the free paper presentation are preferred to be related to the theme of the annual convention. The paper to be presented should be original researches made by the senior or junior author.
- B. An abstract of the paper should be submitted to the POA Secretariat in **MSWord** format (.doc) with all the authors included. The abstract should contain no more than **300 words** (title and authors not included in word count). Submit your abstracts through email to poa@pltdsl.net or mikee@philorrtho.org.
- C. The presentation should be limited to eight (8) minutes only. The Moderator of the Free Paper Session shall have the prerogative to terminate the presenter if he/she exceeds the time limit.
- D. An open forum shall be conducted after four (4) papers for question and answer. A maximum time of two (2) minutes may be allotted for each presenter to answer the questions from the floor.
- E. The presenters are requested to be on the designated session hall before the start of the Free paper Session.
- F. The presenter should have their presentations submitted to the secretariat through removable data storage devices. If the presentation requires complicated video codecs, it is advisable to inform the technical staff beforehand to handle such cases. It will be the responsibility of the presenter to try to have a rundown of his presentation with the secretariat office to avoid delays during the presentation itself. We encourage all presenters to prepare backups in the event that the AV equipment problems remain unsolved. Use of personal laptops for the presentation is discouraged, there will only be 1 official laptop for the entire session.
- G. The presenter should be responsible for his additional peripherals and should retrieve these as soon as the session ends. The POA will not be responsible for any losses incurred after the session.
- H. The presenters are required to be in proper attire: Male presenters should be at least in long sleeves and tie; and Female presenters may wear “smart casual attire”.



II.

POSTER PRESENTATION

- A. The topics for poster presentation should at least be relevant to the theme of the annual congress. The paper for poster presentation should be an original research performed by any of the authors in his/her Institution.
- B. The posters should have a maximum dimension of 3 ft W x 5 ft H. The posters should be readable from a distance of 2-3 feet. A minimum font size of 18 would be ideal.
- C. The posters may be set up on or before 10 PM the night before the first day of the Congress and should be taken down on or before 12 noon of the last day of the Congress.
- D. Numbers will be assigned each poster and classified according to specialty. A numbered poster panel for the poster set-up will be pre-assigned and be given to the presenter. Please make sure that the assigned number of your poster matches the panel number.
- E. The poster presenter shall be responsible for putting up and taking down his/her own poster. Posters left after 12 noon of the last day of the Congress will be discarded accordingly.
- F. The author/s of the posters are required to stay beside their posters during breaks on the scientific session days to answer whatever questions the other delegates might ask.
- G. Handouts of your posters further explaining your work may be given for interested viewers.

** For both the Free Paper and Poster Presentations, the POA Research Committee reserves the right to accept the paper depending on its scientific relevance and perceived impact. The POA Research Committee, depending on the inflow of papers, could also limit the time of your oral presentation to six (6) or seven minutes so that all papers can be accommodated within the time frame. Likewise, your papers may be requested to be presented in a different format than original perceived, i.e. a poster presentation may be asked to be presented as a free paper and a free paper may be requested to be presented as a poster.*