

Association of Surgeons of Great Britain and Ireland
Annual Scientific Meeting, Harrogate, 28th to 30th April 2004

Further to the recent email from *iFormix* informing you that your abstract has been accepted as a poster presentation at the Association's 2004 Annual Scientific Meeting, this letter confirms your presentation details and provides information on the arrangements for the Poster Prizes.

Poster Display Boards will be located in the Exhibition Hall Q and your poster may be mounted on Tuesday 27th April 2004 between 2:00pm and 7:00pm or on Wednesday 28th April 2004 from 8.30am to 12.00noon. The Display Boards are 1.940 metres high and 0.94 metres wide and are covered in a velcro compatible textured fabric. Velcro will be already on your poster board with extra available at the Event Presentations desk, situated in the Exhibition Hall.

Presenters of posters are required to stand by their poster between **1.00pm and 1.30pm on Thursday 29th April 2004** when the adjudicators will visit the poster exhibition and discuss the presentations. Each poster will also be presented orally later the same afternoon. There will be six oral poster presentation sessions from 4.00pm to 5.40pm and each oral poster presentation will be allocated a maximum of 5 minutes (3mins + 2mins) with no more than four *PowerPoint* slides. There will be a Poster Prize in each session, with the winner in each category receiving a cheque for £100. **You cannot be considered for the poster prize if you are not in attendance by your poster during the Thursday lunchtime and complete the oral presentation on Thursday afternoon.** Both the Poster and Oral Presentation adjudication will be carried out by members of the Association's Scientific Committee and representatives of the specialty associations and societies in general surgery. The results of the Poster Competitions will be announced at the end of each of the oral presentation sessions.

Please note that failure to present your poster will be taken seriously, and the names of the authors will be published in the next edition of the Association's *Executive Newsletter*.

Attached with this letter are six documents (one for each of the Oral Poster Presentation Sessions) so that you can identify the session in which your presentation will be made. This will enable you to submit the four *PowerPoint* slides for your oral presentation, which must be submitted to the address given below by **Friday 16th April 2004**. This will enable all presentations to be transferred onto a single disk for each session in order to expedite the changeover of speakers and avoid unnecessary interruption to the programme.

Please mark your presentation clearly with your name, address, telephone number, email address and the relevant Conference Session Reference Number (ie. **T7au, T5da, T5db**, etc, as given on the attached six documents). Email your completed presentation to: **asgbi@sla.uk.com**

or post it on disk or CD-ROM to: **ASGBI Harrogate 2004, Steve Lovell Associates, Confex House, 14 Rozeldene, Hindhead, Surrey, GU26 6TW**

Please **DO NOT** post or email your presentation to *iFormix* or to the ASGBI offices.

If you have not yet received a copy of the *Provisional Programme and Registration Form* for the Meeting, this can be accessed and downloaded via the Association's website at: **www.asgbi.org.uk**

Finally, congratulations on having your abstract accepted for presentation at the Meeting and good luck in the Poster Competition.