

MEETING INFORMATION AND POLICIES

Name Badges

Name badges will be provided to all congress attendants. Replacement badges will be available at the registration desk. Badges are not transferable, and cannot be lent to anyone for any purposes during the congress. All participants are requested to display their name badge during all official functions and events. The badge is compulsory for everybody, even for spouse and guests.

Registration Fee and Cancellation/Refund Policies

The registration fee includes Name Badge, Abstract Book, Scientific Sessions, Welcome Reception, Coffee Breaks, Lunches and Gala Dinner. Registrations Fees are fixed and cannot be broken for partial attendance of days and sessions, or non-attendance to the social events. On site registration must be made payable in Euros by cash, VISA, Mastercard or American Express. No other credit card will be accepted. All cancellations and request for refunds must be in writing and received by EVRS no later than July 15th, 2009. A handling fee of 25% of the paid amount will be charged for cancellations in all registration categories. No refunds will be given after July 15th, 2009.

Official Language

The official language for all scientific session is English. Translation services are not available. Speakers must present in English with English text, slides and audiovisual materials. All films submitted for Film Festival must be narrated in English.

Presentation Rules

All presentations must be either in electronic format, (i.e. PowerPoint) or in video format (DV, DVCAM, VHS, SVHS are available in PAL and NTSC). All the presentations must be checked with the Speaker Ready Room technicians at least 4 hours before the schedule time. All the electronic presentation must be downloaded onto the congress computers. Two presenting desks will be used one on the left side and the other on the right side. The first speaker will start on the left desk, the second on the right side and so on. The speakers are requested to go at the available desk while the current speaker is presenting in order not to loose anytime in between presentations. Speakers are invited to check in advance the exact timing of their presentation as no extra time will be allocated. Thanking message and generalities must be avoided. Each author accepts that his presentation will be published at our EVRS Website.

Film Festival

To ensure a democratic process, the Film Festival Awards will be determined by the vote of all participants. A **voting sheet** will be included in the abstract book and you will be requested to fill it out. For each film, you will have to circle the corresponding vote from 1 to 5 (the instructions are at the bottom of the voting sheet). The average vote will be calculated for each film in order to give an award to the first three best rated films.

Poster Awards

A jury will be designated to select the three best posters.

Satisfaction Questionnaire

A satisfaction questionnaire has been inserted in the abstract book. We would be more than grateful if you could fill it out and give it back to us; it would definitely help us to improve our future meetings. Also please feel free to send us your comments after the congress by email to contact@evrs.org .

Abstract Book

To build up the abstract book, we will be using the original abstract submission form you will send us via the website, and this is why you will may find some typing, spelling and language mistake.