



Eastern Association for the Surgery of Trauma
Advancing Science, Fostering Relationships, and Building Careers

Oral, Quick Shot, and Poster Presenters
29th EAST Annual Scientific Assembly
Eastern Association for the Surgery of Trauma (EAST)
January 12-16, 2016 ♦ JW Marriott San Antonio, San Antonio, Texas

Dear Colleagues:

We look forward to your presentations at the upcoming 29th EAST Annual Scientific Assembly. Your adherence to the following instructions will help ensure a successful meeting.

Registration: Registration information will be available on the EAST website (www.east.org). Oral, Quick Shot, and Poster presenters are expected to register for the meeting and pay the appropriate registration fees. Please plan to attend the Awards Ceremony on Friday, January 15, 2016 at 11:30 am. All Alexander and Templeton contestants will be recognized. In addition, the winner of these competitions and the winner of the Best Manuscript award (open to all submitted manuscripts, both oral, quick shot, and poster) will be announced.

Manuscript Submission Requirements

All oral, non-Quick Shot, presenters are required to submit a manuscript. Failure to do so may result in future sanctions that would apply to the presenting and/or corresponding authors.

- **EAST Manuscript and Literature Review Section Pre-Review** - Manuscripts submitted by the deadline will be pre-reviewed by the EAST Manuscript and Literature Review Section to expedite review to the *Journal of Trauma and Acute Care Surgery* and to select the Best Manuscript award recipient. While all manuscripts will be considered for publication, there is no guarantee that a paper accepted for oral, quick shot, or poster presentation will be accepted for publication in the *Journal of Trauma and Acute Care Surgery*. To be reviewed by the Manuscript and Literature Review Section, manuscripts must be submitted to the *Journal of Trauma and Acute Care Surgery* by **December 1, 2015 (see below)**. Manuscripts submitted after the deadline will neither be pre-reviewed by the Manuscript and Literature Review Section nor considered for the Best Manuscript award.
- **Manuscript Submission for Discussant Review** - Oral and Quick Shot presenters must also submit their manuscript to EAST by December 1, 2015 so that it can be forwarded to the invited discussant. **Please note this site is separate from the *Journal of Trauma and Acute Care Surgery*. To upload your manuscript to EAST,** sign in to your profile page (this is the same way you signed in to submit your abstract), click on the 'Your Abstracts' link, and upload the manuscript. EAST will forward your manuscript to the invited discussant after it is uploaded. The EAST Website is www.east.org.
- ***Journal of Trauma and Acute Care Surgery* Manuscript Submission** (**required** for oral presenters, **optional** for quick shot and poster presenters) – Upload your manuscript to the *Journal of Trauma and Acute Care Surgery* (JoT-ACS) website, www.editorialmanager.com/jt/
 - Designate your submission as "2016 EAST Podium Paper", "2016 EAST Quick Shot Paper", or "2016 EAST Poster Paper" in the category area.
 - Please visit the [Information for Presenters](#) page on the EAST website for additional information on JoT-ACS manuscript submission guidelines. Questions regarding this process can be directed to Kevin Schuster, MD, Chair of the EAST Manuscript and Literature Review Section via the EAST Administrative Offices at ceme@east.org. **Submit by December 1, 2015.**

It is expected that a manuscript will be submitted as instructed by the deadline. Failure to do so may result in future sanctions that would apply to the presenting and/or corresponding authors.

Oral/Podium Presentation

- You must submit your Manuscript to EAST by December 1, 2015 so that it can be distributed to the discussant in advance of the meeting. **This is required and in addition to submitting to the *Journal of Trauma and Acute Care Surgery*. See the first page for details.**
- Please bring your slides on a CD or Thumb Drive.
- Personal computers will not be allowed on the podium.
- You are required to include a disclosure slide to be shown at the start of your presentation. See sample disclosure slide on the [Information for Presenters](#) page on the EAST website.
- Your presentation must be provided to our AV associate no less than one hour prior to your scheduled presentation time. **Please note your presentation cannot be accepted by our AV associate while a session is in progress.**
- **Oral presentations are limited to 10 minutes.**
 - The presentation will be cut short by the session moderators if it exceeds that limit.
 - Invited discussants will then make their comments from a separate podium.
 - You will then be given a brief opportunity to respond to the invited discussant's questions and comments, prior to the comments and questions being accepted from the floor.
 - The total presentation/discussion is limited to 20 minutes per paper.
- Review the AV Presenter Guidelines posted on the [Information for Presenters](#) page on the Scientific Assembly page of the EAST website.

Quick Shot Presentation

- You must submit your Manuscript to EAST by December 1, 2015 so that it can be distributed to the discussant in advance of the meeting. **This is required and in addition to submitting the manuscript for publication. Quick Shot presenters are invited, but not required, to submit a manuscript for publication in the *Journal of Trauma and Acute Care Surgery*. See the first page for details.**
- Please bring your slides on a CD or Thumb Drive.
- Personal computers will not be allowed on the podium.
- You are required to include a disclosure slide to be shown at the start of your presentation. See sample disclosure slide on the [Information for Presenters](#) page on the EAST website.
- Quick Shot presenters are **limited to five slides** per presentation. The disclosure slide does not count as one of the five slides.
- Your presentation must be provided to our AV associate no less than one hour prior to your scheduled presentation time. **Please note your presentation cannot be accepted by our AV associate while a session is in progress.**
- Quick Shot Presentation Time Limits
 - Total time allowed per Quick Shot is six minutes
 - Each presenter will have three minutes to speak to give a brief background of the topic. Presenters are limited to five slides (in addition to the disclosure slide – required)
 - The discussant will have one minute to ask two questions
 - Presenter will have two minutes to respond to the discussant's questions
 - Invited discussants will make their comments from the floor.
 - The presentation will be cut short by the session moderator if you exceed the time and slide limits.
- Review the AV Presenter Guidelines posted on the [Information for Presenters](#) page on the Scientific Assembly page of the EAST website.

Poster Presentation

- Scientific Poster Presentations will be held on **Thursday, January 14, 2016 from 5:00 pm-6:00 pm.**
- **Poster boards are 4 feet high x 8 feet wide.**
- You may set up your poster between the hours of 7:00 am-12:00 pm on Wednesday, January 13, 2016.
- Your poster must be set up by 12:00 pm on Wednesday, January 13, 2016.
- Poster presenters will provide a succinct overview of their poster to the team of Professors assigned to it. The Professors will then lead a brief informal discussion.
- Each Poster Professor pair will need to cover approximately six abstracts during the 60 minute session.
- Posters may remain on display until 6 pm on Thursday, January 14, 2016. You must remove your poster by 6:30 pm on Thursday, January 14, 2016; any unclaimed posters will be discarded.
- **EAST Scientific Poster Virtual Gallery** –The EAST Scientific Poster Virtual Gallery will again be available in 2016. **Please upload your PDF file** to the electronic EAST Scientific Poster Virtual Gallery **by December 18, 2015**; if you require your login details please contact rdixon@east.org.
- **New this year:** The EAST Annual Scientific Assembly Section would like to offer the opportunity for EAST members and meeting attendees to interact with you, the author, regarding your scientific work. To achieve this, we will provide you with a personalized Twitter hashtag to use when uploading your poster to the EAST Scientific Poster Virtual Gallery. Poster viewers, whether live at the meeting or 'virtually' before or after the meeting, can ask questions, make comments and connect with you for collaboration.

Meeting attire: The founders of EAST remind us that the scientific meeting is meant to be informal, and that suits and jackets should be the exception rather than the rule. Hawaiian shirts or casual attire are perfectly acceptable—even while you are presenting.

Hopefully this addresses any questions you may have regarding your presentation. Please do not hesitate to contact me at managementoffice@east.org if you have any further issues. I look forward to seeing you in San Antonio, Texas.

Sincerely,



Andrew C. Bernard, MD, FACS
Chair, Division of Education and Annual Scientific Assembly Section