Dear Colleagues:

We look forward to your presentations at the upcoming 27th 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 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 17, 2014 at 11:30am. 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 and poster) will be announced.

**Manuscript Submission Requirements:** All oral 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 Publications Committee Pre-Review** - Manuscripts submitted by the deadline will be pre-reviewed by the Publications Committee 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, please note that there is no guarantee that a paper accepted for oral or poster presentation will be accepted for publication in the *Journal of Trauma and Acute Care Surgery*. To be reviewed by the Publications Committee, manuscripts must be submitted to the *Journal of Trauma and Acute Care Surgery* by December 1, 2013 (see below). Manuscripts submitted after the deadline will not be pre-reviewed by the Publications Committee nor considered for the Best Manuscript award.

- **Manuscript Submission for Discussant Review** - Oral presenters must also submit their manuscript to EAST by December 1, 2013 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.

- **Journal of Trauma and Acute Care Surgery Manuscript Submission** (required for oral presenters, optional for 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 “2014 EAST Podium Paper” or “2014 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 Juan Duchesne, MD, Chair of the EAST Publications Committee via the EAST Administrative Offices at ceme@east.org. Submit by December 1, 2013.

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 Presentation:
- 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.**
  - Your presentation may 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.

Poster Presentations:
- Scientific Poster Presentations will be held on **Thursday, January 16, 2014 from 4:30 pm-5:45 pm.**
- **Poster boards are 4 feet high x 8 feet wide.**
- You may set up your poster between the hours of 1:00 pm-5:00 pm on Wednesday, January 15, 2014.
- Your poster must be set up by 5:00 pm on January 15, 2014.
- 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 75 minute session.
- Please promptly remove your poster at the completion of the session. Unclaimed posters will be discarded.
- **EAST Scientific Poster Virtual Gallery** – Be part of this NEW FEATURE for the Annual Scientific Assembly. Submit your scientific poster in a PDF file as it will appear in final printed form for the meeting to EAST by December 27, 2013. Your poster will be uploaded to the interactive gallery for attendees to review in advance of the meeting. **Please upload your PDF file to** the electronic EAST Scientific Poster Virtual Gallery; if you require your login details please contact managementoffice@east.org.

**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 Naples, Florida.

Sincerely,

Stanley J. Kurek, Jr., DO, FACS
Recorder & Program Committee Chair