

INSTRUCTIONS FOR PRESENTERS

66th ANNUAL TRI-STATE THORACIC CONFERENCE

September 10-12, 2010

(ARRIVE SEPTEMBER 10)

Landmark Resort and Conference Center, Egg Harbor, WI

We are pleased that you will be presenting a topic at the 66th Annual Tri-State Thoracic Conference. Please review the following guidelines.

1. **Equipment:** Standard equipment that will be available will include an LCD projector, microphone, laser pointer, and a single screen. A laptop PC running Windows XP will be available. This laptop has a CD-ROM drive, and USB connection for a memory chip if needed. **If you need additional equipment, please contact your state chairperson.**
2. **Format:** Your presentation should consist of **serial case summaries** on the topic assigned to you. You are expected to collect ten cases, summarizing as close to a sequential experience as possible. A brief statement describing the selection basis and how this series of cases fits in with the institutional experience as a whole is helpful. About 2-3 of the cases should be presented in more detail than the others. Some of the cases may warrant no more than a few words. Presenters should expect to be interrupted, questioned, and challenged by members of the audience during the presentation and should be prepared to provide answers, explanations, and additional information. **A lively but good-natured interaction between presenters and audience members is a goal of the Tri-State/Pembin experience.**
3. **Handout:** A handout should be prepared for as many as 60 attendees, with one copy to remain on file with our official conference records. These handouts should summarize the cases sequentially in tabular or narrative form. Two sided copies to save paper are welcome.
4. **Time:** Each state's speaker is allotted 30 minutes for his/her presentation. This time includes the introduction by the moderator, jokes, the presentation, and questions. **30 minute time limits are strictly enforced.**
5. **Show and Tell:** **X-rays and other imaging studies are key** to the success of the Tri-State Conference. Selected original films should be available to be seen on the view boxes. Showing them on the LCD projector during presentations is helpful and is encouraged. **Pathology slides are often interesting, informative, and relevant.** They should be shown on the LCD projector. A **pathologist** will be present at the conference. Conferring with him in advance of your presentation may be helpful. Contact your state chairperson if you would like to have pathology slides reviewed before the conference takes place. A **chest radiologist** will also be available throughout the conference and can provide additional commentary on your cases. If you would like to review your slides or films with him/her in advance, please contact your state chairperson.
6. **Jokes:** A "Pembin" tradition is the telling of jokes at the beginning of presentations. **You are strongly encouraged to tell jokes, especially the kinds that are funny, short, and unlikely to offend.**