

ECVIM-CA Congress



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# Instructions for speakers



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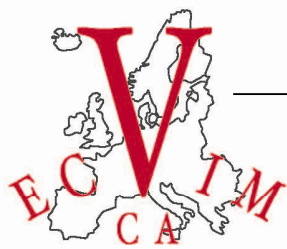
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Dear invited speaker,

Thank you for accepting the invitation to be a speaker at the 20<sup>th</sup> ECVIM-CA Congress in Toulouse.

On the next pages you can find some important instructions for preparing your manuscript and all important deadlines. Please read them carefully before preparing your manuscript.

**All authors transmit copyright ownership of the material contained in the submitted manuscript to the ECVIM-CA congress. The congress may use the material for distribution by various means.**

If you should have any further questions, please do not hesitate to contact the congress secretariat:

Address details Congress Secretariat:

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Wilhelminasingel 73a  
6221 BG Maastricht  
The Netherlands  
t: +31 (0)43 711 43 78  
f: +31 (0)43 711 43 70  
e: [congress@ecvim-ca.org](mailto:congress@ecvim-ca.org)

Kind regards,

Dominique Peeters  
Chairman of the ECVIM-CA Congress

Bernhard Gerber  
Programme Coordinator of the ECVIM-CA Congress



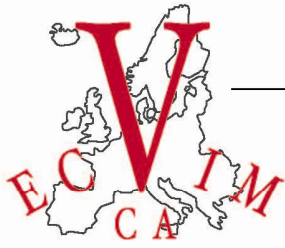
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### Deadlines

The deadline for manuscript submission is **1<sup>st</sup> May 2010**. Please note that the honorarium of € 200.00 per lecture will only be paid if we will receive your manuscript before 1<sup>st</sup> May 2010. If your manuscript is received after the deadline, your honorarium will be decreased to € 100.00.

Please send a brief CV (for your introduction during your session) to the congress secretariat before **1<sup>st</sup> May 2010**.

In addition, would you please upload your Powerpoint presentation before **31<sup>st</sup> August 2010** via the congress website. This will enable us to check that your presentation is compatible with the software used at the Congress Centre. Changes to your presentation may still be made during the Congress in the Speakers Ready Room.



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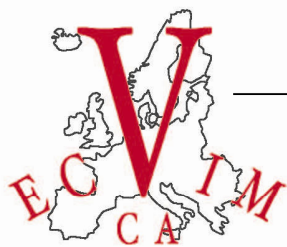
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## ECVIM-CA Congress

### Manuscript submission

All manuscripts must be submitted to the Congress secretariat electronically. Please send your manuscript via e-mail to: [congress@ecvim-ca.org](mailto:congress@ecvim-ca.org).

### Format

Do not use special function keys like tabulations, italics, underline, etc. Use a carriage return ("enter key") for a new paragraph. Use A4 (21cm x 29.5cm) paper with left and right margins set at 2 cm. Use 11 pt Arial font and single line spacing, and use UK English throughout (i.e. set your dictionary to UK English, and convert all US English spelling to UK English).

### Length

The text is limited to a **maximum** of 3 pages including the References, Figures and Tables. If the contribution is longer than the maximum length, the editors will return for editing to the author.

### Line one

Title, in BLOCK CAPITALS and bold (please use same title as in programme).

### Line two

Name of the author(s) without qualification, followed by address and E-mail address.

### Diagrams, tables, drawings

Line drawings, charts and graphs are suggested. All illustrations must be in black and white and as sharp as possible. Photographs, radiographs or ultrasound reproduction are not possible. Each illustration should be submitted on a separate page. A clear indication must be given of the position of any illustrations in the text.

### References

Identify references in text, tables and legends by arabic numerals (between brackets). Unpublished observations or personal communications cannot be used as references, but may be inserted (using brackets) in the text. Examples of correct forms of references are given below.



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