

Abstracts for the 12th. Americas Hepato-Pancreato-Biliary Congress  
Annual Scientific Session and Postgraduate Course  
March 7-12, 2012  
Eden Roc Renaissance Resort & Spa  
Miami Beach, Florida  
[March 1, 2012 version](#)

**Long Oral Presentation Guidelines**

**To include: President's Plenary/Young Investigator Session (Friday, March 9, 2012 8:45 to 10:15 am) and Long Oral Presentations: Long Oral I-A (Saturday, March 10, 2012 08:00 to 9:30 am) or Long Oral I-B (Saturday, March 10, 2012 08:00 to 9:30 am) or Long Oral I-C (Saturday, March 10, 2012 08:00 to 9:30 am) or Long Oral II-D (Sunday March 11 8:30 to 10:30 pm) or Long Oral II-E (Sunday March 11 10:30 to 12:30 pm)**

The presentation is scheduled for **9 minutes followed by 4 minutes question and answer discussion**. Moderators will be instructed to strictly enforce this time limitation, so please plan your talk accordingly. Each talk will have an assigned expert in the field to start the discussion with a brief comment and 2 or 3 pointed questions.

**Do not forget** to provide a copy of the manuscript you are preparing for submission to *HPB* to your discussant before the meeting.

***HPB Information for Authors***

The editors of *HPB* are interested in the papers presented at this Congress and have agreed to publish our manuscripts together as an issue, subject to editorial and peer review. *Submission to the HPB is mandatory for all President's Plenary/Young Investigator and Long Oral Presentations. Manuscripts have to be submitted prior to or within 10 days of the end of the Annual Meeting. This deadline corresponds to March 21, 2012. Failure to do so will incur a two-year sanction against abstract submission for responsible first and senior authors.*

We encourage all abstract presenters to submit a manuscript. Manuscripts may be submitted on line at <http://mc.manuscriptcentral.com/hpb> and should be formatted to the guidelines found in *HPB*. Mini-oral presentations are not subject to this requirement, but are highly encouraged to submit as well to *HPB*.

**If you were invited to a "Best Oral Session" at the upcoming IHPBA meeting, you were contacted directly about your Manuscript Deadline.**

All correspondence concerning manuscripts should be addressed to the Editorial Office (please note that hard copies of manuscripts will not be accepted at this address, manuscripts should be submitted electronically through the above listed link)

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**Mini Oral/QuickShot Presentation Guidelines**

**To include: Mini Oral I (Sunday, March 11 8:30 to 10:30 am) or Mini Oral II (Sunday, March 11 10:30 to 12:30 pm)**

Your presentation is scheduled for 3 minutes followed by 2 minutes of question and answer discussion. Moderators will be instructed to strictly enforce these time limitations, so please plan your talk accordingly. These sessions are tightly arranged, and there is no room for excessive time by any given presenter. Please limit your slides to 5-6 at most (one for Purpose/Methods, 3-4 for Results, and one for a Conclusion).

**President's Plenary/Young Investigator/Long Oral/Mini Oral/Tricks-of-the-Trade Presentations**

**\*No standard 2x2 slide projectors will be available.**

**Again This Year:  
UPLOADER SYSTEM:**

*If you are in a PP/YI/Long Oral/Mini-Oral (QuickShot) / Tricks of the Trade Session, you can upload your file without going to the speaker ready room at the meeting. You can begin uploading NOW, but must be done prior to 10:00 pm EST the night before your presentation. If the upload will not work or if you have any problems, please contact [support@ahpbaabstracts.org](mailto:support@ahpbaabstracts.org).*

**Uploader System Link:**

<http://www.ahpbaabstracts.org/presentations/>

You will need to log into the account you used for submitting the abstract. Once logged in your abstracts will be listed and you can upload your Powerpoint presentation. Video Files see other instructions below.

Using this system helps to avoid long lines at the speaker ready room, though of course you are able to use that onsite, if you prefer, during the hours listed below.

Remember if you use the onsite Speaker Ready Room, you must upload your presentation no later than FOUR hours before your presentation time, in order to ensure the program does not run behind schedule.

**Oral Poster Guidelines**

**Oral Poster I - Friday's Poster Session (March 9, 2012 5:00 pm to 6:30 pm)** should be set up from 7:00 am to 8:00 am on the morning of the session and must be taken down immediately after your session at 6:30 pm on Friday. (Tentative)

**Oral Poster II - Saturday's Poster Session (March 10, 2011 5:30 to 7:00 pm)** may be set up on Saturday morning from 6:30 am to 7:45 am. Posters must be set-up for the Poster Session which begins promptly at 5:30 pm. Saturday's Posters may be removed at 8:00 pm. (Tentative)

**Poster boards are 4 feet high and 8 feet wide (121.92 cm by 243.84)** All posters will be formally presented during your assigned session. Your presentation is scheduled for 4 minutes followed by 2 minute question and answer discussion.

Each session will be guided by two moderators who will be instructed to enforce these time limitations, so please plan your presentation accordingly. Presentations will be based on your poster. No other visual aids are necessary or allowed.

This poster should be self-explanatory and require no electrical connections and have the capability of being attached to a 4' x 8' (landscape) bulletin board using ordinary pushpins.

You are required to be at your poster during the scheduled poster viewing breaks. **The AHPBA will not be responsible for your poster if it is not removed at the designated time.**

**Tricks of the Trade - Friday, March 9, 2012 5:30 pm to 7:00 pm**

The purpose of this session will be to share technical "tricks" in HPB surgery or management pearls you have learned in treating problems encountered by your patients. Presentations should be limited to 4 minutes in length with 3 minutes for questions from the audience. Moderators will be instructed to strictly enforce these time limitations, so please plan accordingly. The presentation should emphasize visual content such as drawings, line-art, intraop photos or even short (1-3 min) video embedment. Results are welcome, but not mandatory. Focus should be on the actual technique and when/why it should be employed. These are not meant to be long, extravagant dissertations, but rather succinct descriptions of your method. There is NO obligation for a submission to *HPB* for this format.

### **Competitive Video Guidelines - Sunday, March 11, 2012 7:30 am to 8:30 am**

Please remember that the total time for your video presentation, *including* discussion is limited to 15 minutes. Therefore, the program committee recommends that the viewing time for your video be limited to 8 - 10 minutes. 5 minutes will be allotted for questions and answers. Moderators will be instructed to strictly enforce these time limitations, so please plan your video accordingly. The acceptable Video Formats are: Digital Video. No VHS or other format will be supported. Digital video must be viewable on a standard Windows platform.

We strongly suggest you load your video at the Speaker Ready Room immediately upon your arrival to the meeting to insure that your format is compatible with the AV system. (Videos are not able to use the upload system online) Please bring the presentation file on a DVD/CD AND USB drive to the Speaker Ready Room at **Eden Roc Renaissance Resort & Spa**. **You must appear, at least FOUR HOURS PRIOR to your scheduled session in order to load your presentation.**

#### **MORE VIDEO INFORMATION:**

AV equipment on site will have Windows Media Player, as well as vlc and QuickTime. Videos should be in .avi or .wmv format. There is also a DVD player onsite, so please also bring a DVD of your presentation, as a back up. Make sure you know your day, date, time and session you are in to assist in the Speaker Ready Room. This information can be found in all your emails from the office or in the Program Book, onsite. It can also be looked up on the online system at: <http://www.ahpbaabstracts.org/program/search.cfm>

#### **Speaker Ready Room schedule is below (see information above to upload your file):**

Subject to change, review the program book when you arrive onsite. ROOM: STAR

<b>Wednesday</b>	<b>March 7, 2012</b>	<b>5:00 pm – 8:00 pm</b>
<b>Thursday</b>	<b>March 8, 2012</b>	<b>7:30 am – 5:30 pm</b>
<b>Friday</b>	<b>March 9, 2012</b>	<b>6:30 am – 5:30 pm</b>
<b>Saturday</b>	<b>March 10, 2012</b>	<b>6:30 am – 5:00 pm</b>
<b>Sunday</b>	<b>March 11, 2012</b>	<b>7:00 am – 11:00 am</b>

#### **Disclosure Forms**

All Disclosure information for Abstract presenters was attained during the submission process, no need for any more paperwork to be completed. All conflicts of interest should be disclosed properly before the presentation begins.

#### **Meeting Registration:**

Registering for the meeting is required for presentation. You can get more information for registering online at [www.ahpba.org](http://www.ahpba.org). After February 21, 2012 Pre-Registration ends you must register onsite at a higher rate. Onsite Registration Forms can be found online at our meetings website.

Any questions please contact Mindy Hoo at the office at 407-647-8839 or email her at [mindy@crowsegal.com](mailto:mindy@crowsegal.com).