

GUIDE TO POSTER AND ORAL PRESENTATIONS

Poster Presentations

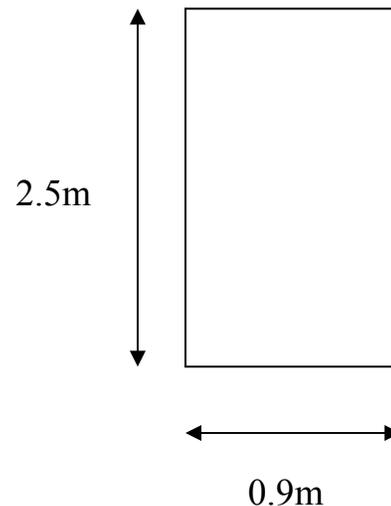
Two large room have been reserved for the poster sessions. **ALL** posters will be displayed during the **WHOLE** week, so there will be ample time for discussion with authors throughout the conference, during breakfast, coffee breaks and lunches.

1) *Poster display boards:*

The poster boards are rectangular, elongated in the vertical dimension (“portrait”)

Dimensions: 2.5m tall x 0.90m wide.

Please make sure that your poster will fit in the boards provided.



2) *Mounting posters*

Poster will have to be attached to the boards with dual-sided tape that will be provided at the conference. Note that pushpins or Velcro should **NOT** be used.

3) *Some guidelines/suggestions*

Do not include poster number (there will be a sign with the numbers on each board)

Place the title at the top center of the poster and use 72 point letters

Keep it simple and use color, graphics, charts and photos.

Use large font for key points and conclusions.

Oral Presentations

Each speaker will have a total of **15 minutes**, to be partitioned between the actual presentation (**12 min**) and questions from the audience (**3 min**). Please consider this time limitation when preparing your presentation.

The meeting rooms will be equipped with a laptop (running Windows) and a projector. Please note that personal laptops **WILL NOT** be allowed. All presentations will have to be transferred to the conference computers **PRIOR** to the beginning of the session in which the speaker is scheduled. A media room will be available at the conference for this purpose, and will be open on Sunday afternoon during registration to load up presentations scheduled for Monday 7 July.

Please bring your presentation on one of the following media:

- USB hard drive
- CD-Rom or DVD

Presentations can be a MS Powerpoint file or a pdf file. If graphics or videos are imbedded in the presentation, please make sure that you bring them as well. If you create your presentation on a MAC, please test it on a PC, particularly if movies are included.