Instructions for Authors’ Oral and Poster Presentation

**Oral Presentation:**

* A projector and a computer with MS PowerPoint & Adobe Acrobat Reader will be available in session rooms for regular presentations.
* Authors must bring the presentation on a USB memory stick in order to transfer it to the computer in the session room. Files can be uploaded to the computers during the breaks between the sessions.
* To avoid software compatibility problems, speakers are advised to put .ppt, .pptx and .pdf versions of their presentation on the USB stick.
* Be warned that movies embedded in the presentations are not guaranteed to be played. In addition, avoid using fonts that are not present in the Windows operating systems.
* Speakers should arrive in their session room 10 minutes BEFORE the start of their session to report to the Session Chair.

 **Poster Presentation:**

* Poster MUST be in portrait format.
* Poster must be printed and MUST NOT BE LARGER than A0: Height=1189mm, Width=841mm.
* To ensure there is space between each presentation, poster walls will not always be aligned in a straight line, but may stand together in small groups to maximize visibility. Therefore, it is essential that your poster does not exceed the maximum width of 841 mm.
* Each poster presenter will be provided with Velcro stickers to attach their poster to their assigned board. Posters printed on canvas or heavy material are not recommended because they often prove too heavy.
* You will have access to the boards 30 minutes before the start of your poster session.
* Posters must be removed after the end of the session. Conference organizers will not be responsible for remaining posters.
* At least one of the authors must be present at your poster during the entire presentation session.

**Suggested poster format:**

* Posters should be easily read at a distance of 1.5 meters.
* A poster printed on one large sheet of paper is encouraged.
* Include the title of the paper, the authors’ names, and their affiliations at the top of the poster.
* Avoid excessive amounts of text. Instead, provide information in short bullet points.
* Poster number labels will be provided on site and will be placed above your poster on the board; you do not need to leave room on your poster for this label.
* Introduction and Summary/Conclusions sections are advised.
* Double spaced text is recommended.