

## INSTRUCTIONS FOR PRESENTATIONS:

This year we will have 16 Lectures, 23 Free Papers, 32 Rapid Fire and 78 Posters.

### FOR FREE PAPER:

The Free Paper consists on **8 minutes presentation + 2 minute discussion**, although in some sessions all the discussion will take place together at the end of the session.

You are kindly requested not to exceed the assigned time. The moderators of each session will be strict with the accomplishment of the time.

Presentations must be done **ONLY** in PowerPoint. You will need to bring your data file in USB memory to the venue. It will not be possible to use a personal laptop. If your presentation includes sound or movie(s), the format must be "windows media", and don't forget to bring your video in a separate file.

You are requested to come to the Pre-view Room to up-load your presentation at least two hours before (for presentations scheduled on Friday morning, the pre-view room will be open from 8.00 am on Friday 7<sup>th</sup> November)

### FOR RAPID FIRE:

The high number of Posters and Rapid Fire makes difficult to have enough time to look at all of them, as well as to have enough room to place them all.

For these reasons we have decided that the abstracts selected as Rapid Fire will have only a short oral presentation and not a poster.

The Rapid Fire consists on **3-4 slides, 2 minutes presentation + 1 minute discussion**.

Given the short time assigned, and in order to save time between presentations, you are requested to take your position during the last minute of your predecessor.

You are kindly requested not to exceed the assigned time. The moderators of each session will be strict with the accomplishment of the time.

Presentations must be done **ONLY** in PowerPoint. You will need to bring your data file in USB memory to the venue. It will not be possible to use a personal laptop. If your presentation includes sound or movie(s), the format must be "windows media", and don't forget to bring your video in a separate file.

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### FOR POSTER:

The Posters have to be presented **printed**. The panel measure is **90cm wide x140cm high**.

Posters will be displayed for one day: Poster **P1** to **P40** will be exposed on Friday. Poster **P41** to **P78** will be exposed on Saturday.

The Poster sessions are scheduled as follow:

- Session 1: P1 to P20 – Friday 11.00 – 11.30
- Session 2: P21 to P40 – Friday 15.05 – 15.35
- Session 3: P41 to P60 – Saturday 10.25 – 10.55
- Session 4: P61 to P78 – Saturday 15.35 – 16.05

We ask the authors to put the poster on the panel in the morning before the first coffee break, and retire it in the afternoon after the last coffee break. During the session, the author must be at the panel, to answer questions of the attendants.