



INSTRUCTIONS FOR POSTER PRESENTATIONS

General Information

Only posters of accepted abstracts will be offered presentation.

Please bring your printed poster with you to the Congress.

At least one of the authors of the poster is expected to be available next to the poster for the whole duration of the poster session to discuss results and answer questions.

Poster preparation instructions

1. The poster layout is **PORTRAIT**.
2. The dimensions of the poster should not exceed **90 cm** (height) x **75 cm** (width).
3. All text lettering, Figures and Tables should be large enough to be legible at a distance of 1.5 m.
4. The use of Figures and Charts is suggested, excessive text should be avoided.
5. The text appearing on the poster has to be **written in English** and should include:
 - The title, as it appears in the submitted abstract
 - Author(s), including affiliation(s)
 - Aim (brief)
 - Materials and Methods (brief)
 - Results (Captions and headings for tables, figures, photographs etc.)
 - Conclusion/Discussion (brief)
 - References are not necessary, but could be involved

Poster mounting and removal

Posters will be displayed in the exhibition area of Congress.

Posters should be mounted in the Poster Area from 8.30 a.m. on the presenting day and must be removed until the end of scientific program that day. Those posters which will remain in the Poster Area after its closing will not be kept.

Your poster board number will be included in the final Congress program. Please note that the number allocated to your poster presentation will be on the corresponding poster site.

Attaching material will be provided at the Congress registration desk.

Other information

We recommend considering having a synopsis of your research e.g. total of 10-15 A4 sized copies of the poster, available at your poster site, if people wish to contact you after the Congress.

Please be advised that at least one of the authors of the poster must attend poster session!

For all further inquiries and clarification do not hesitate to contact the Organizing Committee.



INSTRUCTIONS FOR ORAL PRESENTATIONS

General Information

Oral Presentation presenters have each been allocated **10 minutes** to present in specific session, which includes 7 minutes for oral presentation and 3 minutes for discussion.

We kindly ask all the speakers to keep the time of their presentations.

Presentations need to be prepared as **Microsoft PowerPoint* (*.ppt) or (*.pptx) slides**, in 16:9 format. Please note that we cannot guarantee the quality of Mac-based presentations, you should check in advance (at least one hour before your session starts) their Windows compatibility.

Presentations should be **uploaded onsite at least 1 hour before the start of the session.**

Please **be present in the session room 15 minutes prior the start of your session** and follow the instructions from the Chairs and/or technician.

PowerPoint Instructions

The text appearing on the presentation has to be **written in English** and it is recommended to divide the slides as follows:

- The title, as it appears in the submitted abstract; Author(s), including affiliation(s)
- Aim (brief)
- Materials and Methods (brief)
- Results (Captions and headings for tables, figures, photographs etc.)

- Conclusion/Discussion (brief)

How to save your presentation

- Please save your presentation in one of the following disc or medium:
 - External portable hard drive
 - USB flash disc
- Save all files associated with your presentation (PowerPoint file, movie or video files, etc.) to one folder.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

Pictures, videos and fonts

JPG images are the preferred file format for inserted images. Images inserted into PowerPoint are embedded into the presentations.

In case you have videos in your presentation - please test your presentation with the on-site PC several hours before your presentation.

Only fonts that are included in the basic installation of MS-Windows will be available (English version of Windows).

Other information

During your lecture you will be using Remote Control for controlling your presentation

Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled

Considering your presentation data: the uploaded presentations, or parts of them, will **NOT be copied**, distributed or shared with anyone and **will be treated fully confidentially**. All files will be removed from the venue computers at the end of a session.

For all further inquiries and clarification do not hesitate to contact the Organizing Committee.