



## **GUIDELINES FOR AUTHORS**

### **ORAL PRESENTATIONS**

#### **ORAL PRESENTATIONS UPLOAD**

Speakers are requested to bring their presentation files on a flash drive (USB memory stick) to the “preview room” the day before of the presentation.

*Please, check the final scientific program to identify the day of your presentation.*

Only ppt, pptx or pdf files would be acceptable. If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to save each file separately and provide it to the technical staff of the “preview room” for testing, together with your presentation file.

Use of your own computer is not possible.

*If you have any special requirements, please make sure to get in contact with the technical staff at the “preview room” good time in advance, ideally 1-2 days before.*

#### **ORAL PRESENTATIONS TIME SLOTS**

Speakers are requested not to exceed the allocated time. The time schedule will be strictly followed due to the nature of the symposium program, which includes 4 parallel sessions running at the same time.

- **Plenary Lectures:** 50 min (45 + 5 min questions)
- **Keynote Lectures:** 30 min (25 + 5 min questions)
- **Oral communications:** 15 min (12 + 3 min questions)
- **Flash presentations:** 5 min, no questions. Discussion will be held during the poster period that will follow the session.



## GUIDELINES FOR AUTHORS

### POSTER PRESENTATIONS

Presenting authors are expected to be in front of their posters during the poster session time.

*Please, check the final scientific program to identify the day of your poster presentation.*

### POSTER FORMAT

The poster board surface will be 90 x 220 cm. The recommended size of the posters is DIN A0: 84 cm (wide) X 119 cm (high).

The presentation number assigned to your poster should not be placed on your poster. The poster boards will be numbered for you.

### SETTING-UP AND TAKING DOWN TIMES

Poster presenting authors are responsible for setting-up and taking down their poster. Self-adhesive pads for posting will be offered by the organizer. Setting-up and taking down of posters will take place:

- Posters scheduled for **Poster Session 1** should be fixed on the corresponding board on Monday 3rd from 8:30 to 9:00. They must be removed on Monday 3rd at 18:05 after the end of the lecture sessions.
- Posters scheduled for **Poster Session 2** should be fixed on the corresponding board on Tuesday 4th from 8:30 to 9:00. They must be removed on Tuesday 4th at 18:05 after the end of the lecture sessions.
- Posters scheduled for **Poster Session 3** should be fixed on the corresponding board on Thursday 6th from 8:30 to 9:00. They must be removed on Thursday 6th at 18:30 after the closing ceremony..

Posters which haven't been removed before the due time shall be detached and dumped after the corresponding session. Unclaimed posters at the end of the conference are not the responsibility of the conference organizers and will be disposed.