



Poster guidelines

Each abstract selected for a poster presentation has been assigned a poster board code. This code starts with a letter (A-D) followed by a number. All poster boards are consecutively numbered and the letters indicate the poster session. You are expected to be at your assigned space and time to present your work.

- Posternumbers starting with an A will be presented on:
Wednesday 20th of September 2017 from 16:25 - 17:05
- Posternumbers starting with a B will be presented on:
Wednesday 20th of September 2017 from 17:05 - 17:45
- Posternumbers starting with a C will be presented on:
Thursday 21st of September 2017 from 15:20 - 16:00
- Posternumbers starting with a D will be presented on:
Thursday 21st of September 2017 from 16:00 – 16:40

All posters should be mounted on Wednesday, 20th of September by 09:00 and will remain mounted for the duration of the Congress.

All posters must be removed after the final session on Friday, 22nd September 2017. Posters that will not be removed at the end of the Congress will be removed by the organisers, who cannot be held responsible for any damages.

Poster Preparation

- Poster board surface area is in **PORTRAIT** Style, and the maximum dimensions are 2m (height) by 1m (width).
- Please limit the width of your poster to 90 cm.
- In no case, should any of the material extend beyond the poster board surface
- Lettering for poster titles and authors should be at least 60 point and easy to read from viewers' distance of five feet (1.2 meters). Lettering in the body should be at least 24 point, and in references be at least 20 point
- Illustrations should be clearly visible from a distance and less detailed than those used for screen presentations.
- Using colour may clarify an image, but be sure that the background and font colour are compatible for easy reading

- Poster content should be easily readable within two to five minutes
- The poster must be fully prepared when you arrive at the congress
- Mounting material will be provided at the venue.

Guidelines for oral presentations selected from the abstracts

Audio-visual equipment

- The auditoria at the Congress venue will be equipped with laptops which support the use of all recent versions of Microsoft PowerPoint.
- Please bring your presentation on a USB stick
 - Make sure to have a backup somewhere.
- All presenters are strongly recommended to use the PCs provided by the organisation and should upload their presentation in the break before their session the latest, and preferably earlier.
- If you are bringing your own laptop, please check that you are able to hook up your laptop to the video projector (through a VGA port) at least in the break before your session.
- We recommend you to bring your own electrical adapter as well.
- There will be no Preview Room available.

Presentation

- Speakers are requested to present themselves to the chairperson in the lecture room, 10 minutes prior to the beginning of their session.
- **Each presentation is scheduled to last for 15 minutes, which means approx. 10 minutes for the actual presentation, leaving 5 minutes for questions.**
- Please respect the time limits.
- The moderator is responsible for the time keeping and will interrupt if a presentation extends beyond the allocated time.
- Be aware that social media will follow presentations. Taking photographs of the content of presentations will be prohibited.

Some good advice concerning slide content and design

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- Please notice the following recommendations:
 - Each slide should contain no more than seven lines of text and no more than seven words per line.
 - If you are showing graphs, tables or charts: do not make them too complex
 - You should show no more than two slides per minute of your talk
 - Slides are easier to read when there is a marked contrast between the text and the background
 - Legibility check: On presentation mode, your text should be large enough to be easily readable 1.5 m away from your computer screen. In general, the font size used in your text should be at least 20

Publishing

- All submitted and accepted abstract will be included in the abstract book that will be made available online.

If one of your co-authors is presenting your work, please make sure to let us know and please do forward these guidelines.