

Information for Lecturers and Poster Presenters

Oral presentations Guidelines

Each presenter should prepare his/her **Power-Point presentation** in Office 2007/2010 for WIN (or Office 2008/2011 for MAC). The file should be (i) saved in either PPT or PPTX format, (ii) named as presentation code (as it appears in the Program)_surname_name (e.g., O7.1_Smith_John.pptx), and (iii) provided to the room where the work will be presented, not later than on the **previous day** of presentation. The best time to do so (on the **previous day**) will be half-an-hour before the session starts or during the coffee-breaks or until half-an-hour after the end of the session, to avoid interference with the normal working period.

If the room is not available on the previous day, the presentation should then be provided (on the **previous day**) to the Speakers Room.

For the presentations on Monday, Sept. 3rd, the files are expected to be delivered to the Secretariat on Sept. 2nd afternoon, or on Sept. 3rd to the room of the presentation (until half-an-hour before the start of the session).

A period of 5 minutes should be allocated for the discussion, being already included in the overall time of the presentation.

Duration (including discussion): 55 min (Plenary), 30 min (Keynote and JOM), 20 min (Satellite), 15 min (regular oral).

If Office 2003 or another version is used, the Conference Organization cannot be responsible for possible incompatibility and the time required to solve the problem at the session will have to be taken from the time allocated to the presentation.

Flash presentations Guidelines

The flash presentation consists of a Power-Point presentation to advertize the poster with a maximum duration of **4 minutes, without discussion**. The discussion should be held at the poster session where the poster will be on display. The main objectives of the presentation are thus to generate curiosity and attract attention, rather than summarizing months or years of work!

Each presenter should prepare his/her **Power-Point presentation (maximum of 4-5 slides)** in Office 2007/2010 for WIN (or Office 2008/2011 for MAC). The file should be (i) saved in either PPTX or PPT format, (ii) named as presentation code (as it appears in the Program)_surname_name (e.g., F2.5_Smith_John.pptx), and (iii) sent before **August 5th** to the following address: dmytro.nesterov@ist.utl.pt

Flash Presentations and respective Posters (codes)

Each flash presentation concerns the respective poster which is displayed at one of the poster sessions (PA or PB). Since both the flash presentation and the respective poster belong to one and the same abstract, the code is **the same**. For this reason, the titles and author names of the “flash posters” are not stated in the main poster lists (PA and PB), but are indicated in the main Program.

The poster will be presented in the poster session following the respective flash session (F1, F2 and F3 will be presented in PA session, whereas F4, F5, and F6 in PB session).

For example, poster with flash presentation F2.1 will have flash presentation in the session F2 (Tuesday, 4th) and the poster will be displayed in the PA session of the same day.

Speakers Room

Speakers can check their presentations at a provided room which has also internet access facilities.

Posters

Posters should have a maximum dimension of A0 (84.1 cm wide x 118.9 cm high), be hanged at the proper place during the previous day of the corresponding poster session and removed at the end of this session.