

Guidelines for authors

- Presentations are directed to given programme; changes are permitted ONLY in advance, under agreement with the committee.
- A personal registration is REQUIRED to make a presentation.
- If you cannot attend the meeting, you must withdraw your presentation to avoid gaps in scientific program – please contact Secretariat.
- All equipment will be available (computer, video projector, laser pointer).
- Please contact your session chair directly if you have questions about your presentation.
- For any questions, please contact Secretariat.

Plenary Sessions

- ✓ The PowerPoint™ format is preferred for the platform presentations. ONLY electronic version is accepted. NO overheads transparencies will be supported.
- ✓ Use landscape orientation to avoid exceeded the height of the screen.
- ✓ All presentation content (numbers, text, graphic) must be well readable from the back of the room.
- ✓ Prepare your presentation well to ensure it within the allotted time (see program in detail). On site, there will be Speaker Preview available at Cyber café area.
- ✓ Bring your PPT presentation on a CD or an USB memory stick. In case of upload presentation in advance through web, follow detailed instructions, as well as limitation of size uploaded files (usually 50MB as maximum).
- ✓ You will be asked to be present at the meeting room 10 minutes before the beginning of your session. Please, introduce yourself to the Chair, with information to him/her about your introduction (affiliation, your professional work).
- ✓ Keep to time schedule, according to allotted time to your presentation, including discussion. The Chairpersons are instructed to watch the time schedule.

Posters

- SIZE: 95 cm wide, 220 cm height (as maximum)
- TITLE: 70-76 pt font
- AUTHORS: 40-46 pt. font
- TEXT: 18-24 pt. font
- Printing of posters possible for 50€ per reprint including 20pcs of A3 reprints (to be paid on-site).
The PDF format accepted only, not later than on 24th August. Otherwise printouts are not guaranteed.
- TIME: must be of setup and take-down of poster
- Text and Graphics shall be readable from a 2 meter distance (6 feet)
- Use Bullets; Keep text to a minimum.
- The logo of the conference is in “Download” section.
- Advertisement is not allowed
- Sections to be included:
 - Abstract
 - Introduction
 - Materials & Methods
 - Results & Discussions
 - Conclusions
- YOU are responsible for setup and take-down of your poster during the prescribed times to be displayed.
- Be present at your poster during the poster session.
- Leave a note listing other times you will be present at your poster.
- If possible, provide handouts of your poster and your business cards.
- Provide an envelope where people can leave their cards for more information.