



IPSW
Utrecht 2020

**12th International Passive Sampling
Workshop and Symposium**

Guidelines for authors

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

Plenary Sessions

1. The PowerPoint™ format is preferred for the platform presentations. **ONLY** electronic version is accepted. **NO** overheads transparencies will be supported.
2. Use landscape orientation to avoid exceeding the height of the screen.
3. All presentation content (numbers, text, graphic) must be well readable from the back of the room.
4. Prepare your presentation well to ensure it fits within the allotted time (see program in detail). On site, there will be Speaker Preview available.
5. Bring your PPT presentation on an USB memory stick. If you upload the presentation in advance through the web, please follow the detailed instructions, as well as size limitation of uploaded files (usually 50 MB maximum).
6. 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).
7. Keep to the time schedule, according to the allotted time of your presentation, including discussion. The Chairpersons are instructed to watch the time schedule.



Posters

FLASH POSTERS presentations

The flash presentation allows you an opportunity to alert the conference audience to your poster. Given the limited time we have available we must apply strict rules for these flash presentation talks. The flash talks **MUST** contain a **MAXIMUM** of 3 slides of science (you may have an additional opening slide with your poster number and title, name and institution of course) and **MUST** be of **NO MORE** than 3 minutes duration. There will be no time allotted for questions; the poster session which immediately follows these presentations will allow attendees to ask you questions.

POSTER FORMAT

1. SIZE: A0
2. FORMAT: portrait only
3. TITLE: 70-76 pt. font
4. AUTHORS: 40-46 pt. font
5. TEXT: 18-24 pt. font
6. Printing of posters possible for 50€ per print, including 20 A3 prints (to be paid on-site).
7. PDF format accepted only, sent no later than on April 15th. Otherwise printouts are not guaranteed.
8. TIME: must be of setup and take-down of poster
9. Text and graphics should be readable from a 2-meter distance (6 feet)
10. Use Bullets; Keep text to a minimum.
11. Advertisement is not allowed
12. Sections to be included:
 - a. Abstract
 - b. Introduction
 - c. Materials & Methods
 - d. Results & Discussions
 - e. Conclusions
13. Authors are responsible for setup and take-down of their own poster during the prescribed times to be displayed.
14. Be present at your poster during the poster session.
15. Leave a note listing other times you will be present at your poster.
16. If possible, provide handouts of your poster and your business cards.
17. Provide an envelope where people can leave their cards for more information.