

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 make 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 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 exceeded 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 within the allotted time (see program in detail). On site, there will be Speaker Preview available on site.
5. 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).
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 time schedule, according to allotted time to 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 reprint including 20pcs of A3 reprints (to be paid on-site).
7. The PDF format accepted only, not later than on 24th August. Otherwise printouts are not
8. guaranteed.
9. TIME: must be of setup and take-down of poster
10. Text and Graphics shall be readable from a 2 meter distance (6 feet)
11. Use Bullets; Keep text to a minimum.
12. The logo of the conference is in "Download" section.
13. Advertisement is not allowed
14. Sections to be included:
 - a. Abstract
 - b. Introduction
 - c. Materials & Methods
 - d. Results & Discussions
 - e. Conclusions
15. Authors are responsible for setup and take-down of your poster during the prescribed times to be displayed.
16. Be present at your poster during the poster session.
17. Leave a note listing other times you will be present at your poster.
18. If possible, provide handouts of your poster and your business cards.
19. Provide an envelope where people can leave their cards for more information.