

Information for presenters – iFAB Bologna, 2008.

Oral presentations

To maintain the schedule of the Congress, authors presenting papers are asked to time their talks according to the programme and the following guidelines. All papers in the Oral sessions are scheduled for 12 minutes (**10 minutes talk + 2 minutes discussion**). To maintain our very tight programme it is essential that ALL presenters **respect this time limit**.

Presentation format

The lecture theatre will contain a PC laptop connected to the projector. Standard software is Microsoft PowerPoint 2007 running under Windows XP. All presentations must be loaded onto the conference computers at the Slide Centre room, in the main corridor just next to the lecture theatre; no personal laptops will be allowed. Presenters will be requested to bring their presentation file on either a USB Key or on CD-ROM. It is extremely important that you visit the Slide Centre room to load and review your presentation as soon as possible, and no later than 2 hours before your presentation.

Poster presentations

Poster presentations will be placed on vertical boards (either in wood or in a metal grid) with maximum display dimensions of 80 cm (wide) x 100 cm (high), i.e. A0-portrait. Your Poster should contain the title of the presentation, the authors' names and authors' affiliations. Please use font sizes, illustrations and plots well visible from at least 2 m. Material with which to erect your poster will be provided. The Posters shall be arranged on the first day, and left in place until the last day. A4 reprints of your poster can be distributed to participants.

The Poster sessions will be chaired and you will each present your poster: Starting with the first poster in the congress programme (and then continuing until the last), the chair will invite the poster presenter to introduce the Poster for **2 minutes** only. A portable Mini Voice Amplifier will be available to ensure delegates are able to hear the poster presenter clearly. We recommend the presenter to **respect this time limit** perhaps by emphasizing only the topic, the context, the relevance and the conclusions, and not concentrate too much on the details of what was done. **DO NOT SIMPLY READ YOUR POSTER OUT.** After the short presentation, the presenter is required to attend the poster for the remaining of the session, and as long and as frequently as possible during the Congress.