GUIDELINES FOR ORAL AND POSTER PRESENTATIONS

Participants will be able to get their name badge and bag with materials at the registration desk on Tuesday 4 September from 9:00 a.m., or when they arrive at the congress.

ORAL PRESENTATIONS

The time allowed for oral papers is 15 minutes in total, including presentation by the chairman and questions from the audience. We recommend to prepare a speech of about 12 or 13 minutes maximum. For invited lectures, the total time will be 30 minutes (and 45 minutes for plenary lectures).

It is recommended that you load the PowerPoint of your presentation into the computer of the room the previous day of your session, or at least during the coffee break or lunch break preceding the session. It will not be possible to upload the file when the session is already running. In order to avoid technical problems and delays between consecutive presentations, we will not use personal computers brought by the speakers.

Send a very brief CV (maximum 3 lines) to the chairperson of your session, so that he or she can introduce you before your talk. Do not send a long CV; take into account that this will be included within the 15 minutes of your presentation and will subtract time from it.

Be sure to stay at the oral session at least 15 minutes before the beginning of the whole session, and meet the chairman of it.

All the speakers of a session should remain in the room during the whole session. At the end of it, during the coffee breaks, there will be three tables (one per each of the previous sessions) arranged in the Entrance hall, where the authors can talk with the audience about their previous oral presentations. The aim is to promote the interchange among people, and to extend the session of questions and answers in a more relaxed atmosphere, while enjoying the coffee break.

Languages

The presentation of the oral paper could be made either in Spanish, English or French (the official languages of the IAVS). No matter which one of these languages you prefer for your talk, in order to reach the highest number of people in the audience (which will be multilingual, with predominance of Spanish-speaking people), we suggest that the PowerPoint that you project with your talk contains, in addition to the images, a synchronized translation of your talk, or at least of a scheme of your paper, in one of the other official languages. This is the responsibility of the author. No further simultaneous translation will be available. For instance, you can speak in English while projecting the PowerPoint in French, or speak in Spanish and project the PowerPoint in English, or any other possible combination.

Here is an example of how a Spanish-speaking presenter may combine English text and images in a slide. The text size should not be smaller than 22 points. Do not put very long texts or too many images in the same slide; instead, divide the material into successive slides. Use left aligned text. In this example, the speaker can use the English text as a guide, while talking in Spanish. In this way, he or she is sure to tell the same things that the non-Spanish-speaking audience can read, and the speech keeps synchronized with the slides.

The speaker can be standing up, if desired, freed from the need of reading papers. This gives a dynamic image, adequate for a speech. The idea is that this bilingual arrangement not only serves to be understood by the majority of the audience, but also helps you to speak fluently and securely, without reading papers. You can rehearse this.
POSTER PRESENTATIONS

Printed posters

A printed poster consists of a paper plate or sheet (it can be carried on rolled) that is fixed on boards or surfaces placed at the congress site. Posters will be exhibited in a sector of the Entrance hall. Authors may put up their posters on Tuesday 4 September from 9:00 a.m. The posters will be displayed during the whole congress.

It is the responsibility of the presenters to bring, put up and take down their posters. Authors are expected to be available near their posters during the poster sessions, coincident with the coffee breaks.

The poster should be a presentation that graphically translates the contents of the full paper to be published in the proceedings of the congress, but without necessarily reproducing the whole text identically.

Size: The maximum size is 90 × 150 cm, vertical orientation. A single sheet poster that is A0 portrait format (84.10 × 118.90 cm) will also be suitable. It is one poster per paper.

Realization of the poster: If you are not familiar with specific graphic software that allow to design posters like these, you can simply use the PowerPoint. In this case, make a single slide having the real size of the poster: Select >File >Page settings >Personal size, and enter the width and height (for instance, 90 cm width and 130 cm height). Once the design of the poster is finished, you can export to a PDF file (or directly use the original PPT file) and have it printed in some shop with plotters or printers that allow large size printouts.

Language: The text of the posters should be written in one of the IAVS official languages: Spanish, English, or French.

Text: The poster should be easily readable at a distance of 2 meters. Use upper and lower case for general content as the use of all-capital text is difficult to read. Avoid using mixtures of type/font styles. Use left aligned text, as it is easier on the eyes of the reader (justified paragraphs often leave undesirable gaps between words, especially if the text is arranged in narrow columns).

Recommendations:

<table>
<thead>
<tr>
<th>Size of characters</th>
<th>Case / Style</th>
<th>General advice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>20-24 mm or 100 points, maximum</td>
<td>Title case / Bold</td>
</tr>
<tr>
<td>Headings</td>
<td>suggested: 48 points maximum: 60 points</td>
<td>Title case</td>
</tr>
<tr>
<td>Content</td>
<td>24-28 points maximum: 32 points Single spaced</td>
<td>Upper and lower case</td>
</tr>
</tbody>
</table>

Examples of posters: https://picasaweb.google.com/109164656093644460392/Posters#

Graphs/photographs: In order to have a good visual effect, it is recommended that graphs and images be no smaller than 12 × 18 cm.

Removal of posters: Posters must be removed at the end of the congress on Saturday 8 September at noon. The organizers are not responsible for posters not collected by their authors.
POSTER PRESENTATIONS

Digital posters

The digital poster may be a PowerPoint file with slides of normal size (landscape orientation), set to run with automatic transition of slides. It is recommended, once the design is finished, to save it in PPS format. Also, the digital poster may be a video or animation made with other kind of software, saved in one of these formats: MPG, AVI, WMV, or MOV. In both cases, the total duration is 5 minutes, maximum.

The digital poster should not have sound, only text and still or moving images. The reason is that while the poster is running the author can speak and explain it to the audience gathered around. And also that the audience can talk to the authors without the interference of background noise.

The poster should have a first slide or screen that includes the title of the presentation, the name and institution of the authors. In the subsequent slides, screens or sections, please include a tag or footnote (in small size) with the title of the paper (if it is long, summarized) and the author’s last name. In this way, the audience that eventually start seeing the sequence when it is already running, will still have the data of the presentation.

Language: The text of digital posters must be written in one of the official languages of the IAVS: Spanish, English, or French.

Text size: The digital poster should be readable at a distance of 5 meters.

The digital posters will be exhibited in a sector of the Entrance hall, projected on a surface with a computer (provided by the organizers of the congress) and a digital projector, in a similar way as videos are often shown in some museums. There will be specific sessions for digital posters during the coffee breaks. In these sessions, the authors that are programmed at each opportunity will be able to present their work to the audience gathered around this sector.

In addition to this, the digital posters will continue being projected at all moments during the congress (in a continuous sequence). There will always be a person from the organization staff in charge of these projections, and to give technical support to the authors of this modality of presentation. If an author wishes to present or explain the digital poster in front of a group of people at any time beyond the coffee breaks, this can be also freely arranged.

NOTE OF CLARIFICATION

These different modalities of presentation (oral and posters) do not imply differences in quality of the papers, and only concern the presentation on site. For the publication in the proceedings of the congress, no difference is made between oral and poster. All papers are published in the same way, with the same extension, and in the form of an article.

The aim of these different forms of presentation at the congress site is to offer the best possibilities of exhibition to all papers, by reducing the number of parallel oral sessions to a minimum, and by allowing adequate graphic displays (that can be shown without the time limitations imposed by oral presentations) to the papers that require this.

Nor does this imply that the authors of posters need not attend the congress. All the authors should be present (at least one author or coauthor per paper) in order to expose his or her proposal in person and discuss with the public.