# Poster Presentation Guidelines

A third party poster printing service is available. More information here.

Poster numbers and location will be available at Registration. Materials to mount the posters on the poster boards will be supplied in the exhibition area. Posters will be displayed for the duration of the conference.

**Posters can only be mounted by using 3-points drawing pins**. Other materials such as double sided tape, Velcro strips etc. will not be allowed. Please take this into account when choosing the material your poster will be printed on.

Presenters are expected to be present at their poster during the allocated poster session (time slot "discussion with the authors").

Poster format:

The maximum poster size is 1400 mm high and 1200 mm wide.
**We recommend size A0** (1189 mm x 841 mm) **in portrait format**.

Poster structure:

The poster must contain the following elements:
- Title (positioned at the top)
- Author(s) and institution (underneath title)
- The research question
- Some conclusions, respectively the 'Take home message'

In addition, we recommend the following sub-titles:
- Materials and methods
- Results

A photograph of the presenting author can be included in the top right-hand corner to help the audience identify the author.
Make sure your message is clear and simple: Focus on the single, fundamental concept you want to communicate. Minimise the amount of text. The use of graphs, images, photographs and other figures is strongly encouraged.

Lettering:

We strongly recommend using the following minimum font sizes (in mm and corresponding computer points on A0 paper size format; the correspondence between mm and computer points is only approximate and depends on the font type):

- Poster title:                28+ mm / 80+ pt
- Author(s), institution:      15+ mm / 44+ pt
- Body text:                   13+ mm / 36+ pt
- Captions:                    10+ mm / 28+ pt

Poster prizes:

An independent jury will award the best poster prizes.

# Oral Presentation Guidelines

Only PC-type computers (no MacIntosh) will be used. Therefore, your presentation needs to be either in the ppt, pptx or pdf format (we will not be able to display files in other formats, for instance in odt).

ETH Zurich has a standard format of **16:9, full HD 1920x1080 resolution** in all its lecture rooms' video system.

Transmission of presentation files:

All presentations are to be sent to the organisers ([secretariat@egfeucarpia2019.ch](mailto:secretariat@egfeucarpia2019.ch)) no later than Thursday, **20 June**. This will enable the organisers to test the files compatibility with the available tools and prepare the sessions.
In addition, we kindly ask you to also bring a copy of your presentation to the conference on a USB stick.

In addition, we kingly ask you to send a few information about your current position and affiliation, as well as about your expertise. This will be needed by the chairperson to introduce the speakers.

Duration of the presentations

- **Offered**, short oral presentations for both the **plenary and the parallel sessions** are to be **no longer than 15 minutes**. They will be followed by 3 minutes discussion.

- **Offered**, short oral presentations for the **Workshop** 'Festulolium' and the **Workshop** 'Collaboration between practice and research' are to be **no longer than 10 minutes**.

- **Invited, keynote** presentations are to be **no longer than 25 minutes** and will be followed by 10 minutes discussion.

Language and organisation

The official language of the conference is English; therefore, all slides are to be in English and the presentations are to be given in English.
Remember that most conference delegates are not native English speakers, therefore it is important to speak slowly and clearly.

Each session will have a chairperson who will introduce the speakers and lead the discussion.

The chairperson will also ensure that the presenters strictly adhere to the time limit. It is better to prepare a 14-minute presentation and have one more minute for the discussion than to risk being unable to present the conclusion slide.

If you have any queries, please contact: [secretariat@egfeucarpia2019.ch](mailto:secretariat@egfeucarpia2019.ch)