

## **GUIDELINES FOR ORAL PRESENTATIONS**

Presentations should be produced in **Microsoft Windows PowerPoint**, or in a format that is viewable using PowerPoint 2007. PDF formats readable by Adobe Reader are also acceptable.

Windows Media Player (with avi codec installed) and RealPlayer (with avi and mov codecs installed) are available for playing movies.

Presentations are limited to 15 minutes, at which time the conclusion slide will be presented (on prompting by the Session Chair). At the 17 minute mark, the Session Chair will invite questions for 2 to 3 minutes

## **GUIDELINES FOR POSTER PREPARATION**

1. The Organizing Committee will provide the poster panels. Poster dimensions can be as large as 110 cm high x 110 cm wide.
2. It is recommended that posters be prepared as one single sheet.
3. The text, illustrations, etc. should be big enough to be clearly visible from a distance of 1 to 2 meters. A minimum size of 18 point is recommended.
4. The header of the poster should contain the following information as stated on the submitted abstract.
  - i. Title of the poster
  - ii. Names of the authors and their affiliation, email address
5. The Organizing Committee will provide all the necessary material to mount the posters on the display. A team of volunteers will also be available to assist you.
6. Posters should not contain commercial promotional content.
7. Posters will be displayed for the duration of the symposium. There will be 2 poster sessions forming an important part of the symposium programme, an author should be in attendance for some time during both of these sessions.

**In case of any queries, please write to us at [decadalsymp@ices.dk](mailto:decadalsymp@ices.dk)**

**Participants have the opportunity to include their poster in the symposium e-gallery on the website:**

The requirements of the e-copy are the followings:

- \* Format: jpeg or PDF
- \*Size: less than 2 MB Resolución: 72 dpi
- \*Max Dimension:A3 (297mm x 420mm) or (11.69in x 16.54in)

The **deadline for sending the files is April 30th** in order to upload them to the website before the beginning of the symposium. Submissions to: [jcarranza@st.ieo.es](mailto:jcarranza@st.ieo.es)