

Annual Meeting Presentation Guidelines

Poster Spotlight

GENERAL RULES

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.

POSTER LAY OUT

- Poster orientation should be **portrait**, NOT landscape. Poster size should be **A0** (841 mm x 1189 mm).
- Proposed sections to be included:
 - Introduction & objectives
 - Materials & methods
 - Results & discussions
 - Conclusions
- Minimum font size for all text: 18 pt.
- Text and graphics must be readable from 2 meters (6 feet) away.
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message. Aim for clarity and simplicity. Make an initial rough layout, keeping in mind the proportions of figures, tables, and text.
- In the planning of your poster presentation, remember that the poster will be available for viewing and discussion for several hours. The poster should be understandable without oral explanation.
- The temptation to overload the poster with excessive text and data should be resisted. Where possible, organise tables and figures chronologically in vertical progression. Be clear and concise in all statements.
- Excessive use of organisation logos / advertisements is not allowed.

POSTER DISPLAY

- You will receive your poster code early April. The 2 letters in your poster code represent the day your poster should be displayed (MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday, the number is the number of the poster board. E.g. MO 052 should be displayed on Monday on poster board 52.
- Posters can be fixed to boards using adhesive double sided tape. Please do not use pins, velcro or blu-tack. Double sided tape will be provided in the exhibition area and student volunteers are in your vicinity for any assistance, if needed.
- **YOU** are responsible for setup and take-down of your poster during the prescribed times.

Monday - Wednesday:

07:45 - 08:10	Poster setup
10:15 - 10:45	Morning coffee break: attend poster
12:50 - 13:55	Lunch & poster session: attend poster
16:00 - 16:30	Afternoon coffee break: attend poster
17:15 - 18:30	Poster session & social: attend poster
18:30 - 19:00	Poster take-down

Thursday:

07:45 - 08:10	Poster setup
10:15 - 10:45	Morning coffee break: attend poster
12:50 - 13:55	Lunch & poster session: attend poster
15:30 - 16:00	Poster take-down

- All posters will be located in the poster and exhibition area.
- Your poster must remain displayed for the entire day. Posters must be removed during the prescribed times, so that the boards may be prepared for the next day. Posters that are not removed by the end of the day will be removed by SETAC staff and student volunteers.
- SETAC Europe will provide and post the abstract number. Logos and advertising material should not be used.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session / social to discuss your work with scientists visiting your poster.
- Leave a note listing other times you will be at your poster.

POSTER SPOTLIGHT PRESENTATION

At the end of the Platform Session associated to your Poster session, you will have the opportunity to show **3 (THREE) slides MAXIMUM** to focus attention on the topic of your poster. Check the programme to see the exact timing.

Please note that these 3 slides are not meant to cover your whole research, **BUT ONLY HIGHLIGHT THE MAJOR FINDINGS OF YOUR WORK**. More detailed information can be provided orally during the poster session. The Poster Spotlight Presentation should stimulate people to visit your poster.

Once again: **DO NOT** try to squeeze a regular platform presentation into 3 slides and 4 minutes that are available for the poster spotlight. Preparing the slides for the poster spotlight, please note the following:

- Electronic PowerPoint or PDF presentations are the **ONLY** accepted medium for the platform presentations. The electronic projection equipment provided in each room will include a computer equipped with Windows 7 Pro operating system and PowerPoint 2013. It is highly recommended if you are a Macintosh user to test your presentation on a PC to verify it converts to WINDOWS format accurately. There will **NOT** be any MAC equipment available.
- Computers in the session rooms will have a wired internet connection.
- Lettering and numbering on your PowerPoint presentation must be readable from the back of the room. Text should not exceed 8 lines.
- An effort should be made to reduce clutter on PowerPoint slides. Prepare your slides to communicate ideas, not details.
- Graphs are best used to convey trends, comparisons, and relationships. A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea. A graph or photograph may better communicate your data.
- Use horizontal position (landscape) for all PowerPoint slides.
- Pre-meeting rehearsal by presenters is a must to ensure that speakers finish within the allotted time and the take home message of the presentation is clear. Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.
- Presentation upload:
 - Upload your presentation **by 16:00 the day before your presentation**. The file size limit is 75MB. Instructions for upload will be provided to the main author in an e-mail by the end of April.
 - Preferably upload your presentation well before the meeting. You have the option to delete and reupload files if you make changes to your presentation prior to the meeting. At the meeting you can upload your presentation at the presentation upload desk, close to the

registration desk. At the registration desk, SETAC staff is available to assist with the upload if necessary.

- For questions regarding uploading files contact jason@setac.org.
- Unless you object, all presentations will be accessible to the public for a period of 3 months after the meeting. Your permission will be asked during the upload process.
- Please bring a backup of your Power Point presentation to the meeting on a USB Memory Device.

AT THE MEETING

- Have your presentation uploaded via the web by 16:00 the day before your presentation is scheduled. Uploaded presentations will be downloaded on the computer for you before the session starts.
- Be in the session room at least 20 minutes before the beginning of your session and introduce yourself to the Session Chair.
- **Stay on schedule.** You have been allotted 4 minutes for your presentation. The Session Chair has been instructed to require all speakers to adhere to this limit. **Do not use more than 3 slides.**
- Do not spend time to acknowledge all co-workers, institutes etc. This information is shown on your poster. Focus on your message to attract people to view your poster during the breaks or poster socials.

Should circumstances prevent you from making your presentation, you must arrange for a substitute to present your paper and you must notify the SETAC Europe office immediately by sending an e-mail to roel.evens@setac.org.



SETAC Europe

Avenue de la Toison d'Or 67 b6, B-1060 Brussels, Belgium

Tel: +32-2-772-72-81 / fax: +32-2-770-53086 / email: setaceu@setac.org / web: <http://www.setac.org>