



GENERAL INFORMATION FOR SPEAKERS AND POSTER PRESENTERS

These guidelines will help ensure that your presentation goes smoothly.

Your official participant's name badge is required for admission to the Congress Centre and to all Congress events. For security reasons, participants are requested to always wear their badge.

Registration Opening Hours

Monday 26 th August	08:00 – 19:00
Tuesday 27 th August	08:00 – 19:00
Wednesday 28 th August	08:00 – 19:00
Thursday 29 th August	08:00 – 18:00
Friday 30 th August	08:00 – 14:00

SPEAKERS GUIDELINES

Various types of oral contributions are available, by invitation (Medal/Plenary/Keynote) or via call for abstracts (Oral Communication).

The number of submissions is limited to 1 per submitting author (speaker). Co-authorship is not limited.

Types of contribution include:

- SCI Medal Presentation (30 minutes)
- Invited Plenary Lecture (30 minutes) - Talk is meant to last 25 min + 5 min for Q&A (40+5 min for Nobel Prize Lecture).
- Division Medal Presentation (30 minutes) - Talk is meant to last 25 min + 5 min for Q&A.
- Division Invited Keynote Lecture (30 minutes) - Talk is meant to last 25 min + 5 min for Q&A.
- Oral Communication (15 minutes) - Talk is meant to last 12 min + 3 min for Q&A.

SLIDE CENTER ROOM

This room has been designed to allow speakers a place to upload their presentation. Speakers can upload presentations up to 24 hours before their session starts using the computers located in the Slide Center Room. Please bring any revisions for your presentation to the Slide Center Room.



Presentations cannot be uploaded in the session rooms. Do not email your presentation to the Meeting Organizers.

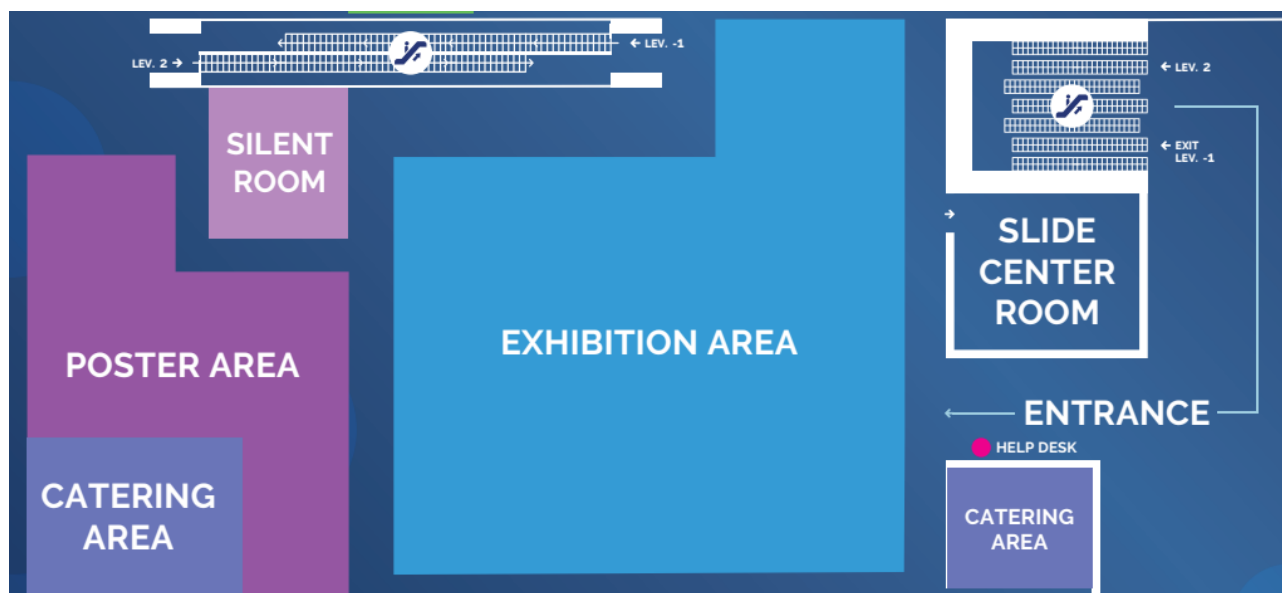
The presentation should be uploaded to the computer using a USB memory stick.

SLIDE CENTER OPENING HOURS AND LOCATION

The Slide Center Room will be open during the following hours:

Monday 26 th August	09:00 – 17:00
Tuesday 27 th August	09:00 – 17:00
Wednesday 28 th August	09:00 – 17:00
Thursday 29 th August	09:00 – 17:00
Friday 30 th August	Closed

The Slide Center Room is **located at the first floor (Level +1)**. The detailed floorplan will be available on site. For any support, you can ask to the staff available at the help desk during the conference days. See following the map where the Slide Center Room is located.



STEP TO FOLLOW FOR THE UPLOADING PROCESS

In the Slide Center Room, there will be 2 alternative possibilities for uploading your presentation into the central congress network:

1. autonomous workstation - a student will be available to support in case of need.
2. technician supported workstation - there will be 2 stations with 2 technicians who will upload the presentations in the correct session.



Once the presentation is uploaded to the central congress network – in case of autonomous workstation, make sure to upload the presentation in the right session's folder – a single computerized system will manage all projections and will send the presentations to the assigned congress rooms automatically.

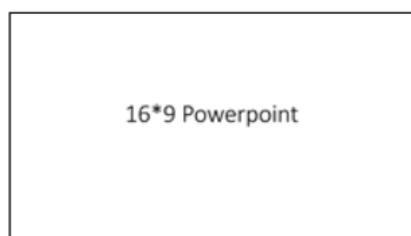
IMPORTANT INSTRUCTIONS

- Presentations as well as all audio-visual material should be presented in:
 - English for plenary session talks.
 - Italian or English for parallel sessions talks.
- All presentations are held in **Microsoft PowerPoint on a PC running Windows**.
- Please name the file indicating room-day (26, 27, 28, 29, 30)-the time (format nn:nn)-the surname-first name (e.g. red1-28-1015-smith-john.ppt).
- If you are using other software than Microsoft Powerpoint on a PC running Windows (example: OpenOffice, Powerpoint for Mac, Keynote) please make sure your presentation is converted to Microsoft Powerpoint for Windows PCs before you travel to the congress (preferably by trying the converted presentation on a Windows PC).
- **Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted.**
- No more changes can be made inside the session rooms where the session takes place.
- In each conference room, the speaker is responsible for selecting their presentation from a computer connected to the central congress network, located on the lectern. This process is directed by the Session Chair, who oversees the session's program and schedule. Once the presentation is launched, the speaker can navigate it using a remote device.
- **It is highly recommended to bring the USB memory sticks with the original presentation during the session in case of technical difficulties.**

Meeting with your Session Chair: Speakers should plan to meet with the Session Chair in the session room where the session is to be held 15 minutes before the session is due to start. The purpose of this meeting is to discuss general session arrangements. The names of the session chairs are reported in the detailed program (ConfTool or Conference4Me).

TECHNICAL INSTRUCTIONS

- During the congress, presentations will run on PowerPoint 2019 with a resolution of 1920 x 1080 pixels. **This is a 16:9 format and NOT a 4*3 format.** If your presentation is in the 4:3 format, then the presentation will have black stripes on the left and right of the screen see difference on screenshot below.





- Your presentation should be prepared in PowerPoint 2010, 2013, 2016, or 2019.
- Only single projection is available in the congress rooms (not simultaneous double projection).

Pictures:

- Do NOT save the picture as BMP or TIFF (size is too big).

Video:

- Movies must not exceed 50 MB each (50 MB is not necessary the limit; we can handle larger movies without any problems, but the video may not show up smoothly).
- MPG (MPEG), MP4, MOV, WMV or AVI are the only acceptable video formats.
- Movies should start automatically on your slide: on the lectern there is no mouse to click on a movie to start it.

Apple:

- Please give your filename an extension “.PPT” and indicating room-day (26, 27, 28, 29, 30)-time (format nn:nn)-lastname-firstname (e.g., red1-28-1015-smith-john.ppt)
 - Check your presentation on a Windows (preferably Win10 with PowerPoint 2019) machine before you bring it to the conference. This will avoid a lot of stress at the conference: you will not have to fix things that are not working after the conversion from Apple to Windows at the conference
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POSTER PRESENTATION GUIDELINES

Please read all information carefully **before** arriving at the meeting. These guidelines will help ensure that your poster presentation goes smoothly.

POSTER SCHEDULE

Posters will be arranged in alphabetical order by **submitting** surname into two sessions, as follows:

- **Poster Session A** – Monday 26th of August 2024 - from 15:30 to 17:00.
- **Poster Session B** – Wednesday 28th of August 2024 - from 19:00 to 20:30.

The posters for session A can remain displayed on Monday August 26th and Tuesday August 27th. The posters for session B can remain displayed on Wednesday August 28th and Thursday August 29th.

POSTER SIZE AND LAYOUT

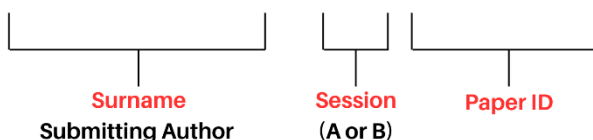
Each author will share one side of a poster board, and each author will have a usable area with standard dimension.

Posters must have a maximum size of A0 portrait style (no landscape allowed). Dimensions: max 84,1 cm wide by 118,9 cm tall. Poster materials may not extend outside the assigned board.

MOUNTING, PRESENTATION AND REMOVAL

- Authors can place posters on the assigned poster board side on the same day of the assigned session, when the Poster Area opens at 09:00.
- Poster boards will be identified with a specific label containing the following identification code (identifying the specific poster session): **Surname** + **Session** + **Paper ID** – Below is an example picture of the code on the poster board:

SMITH - A 1001

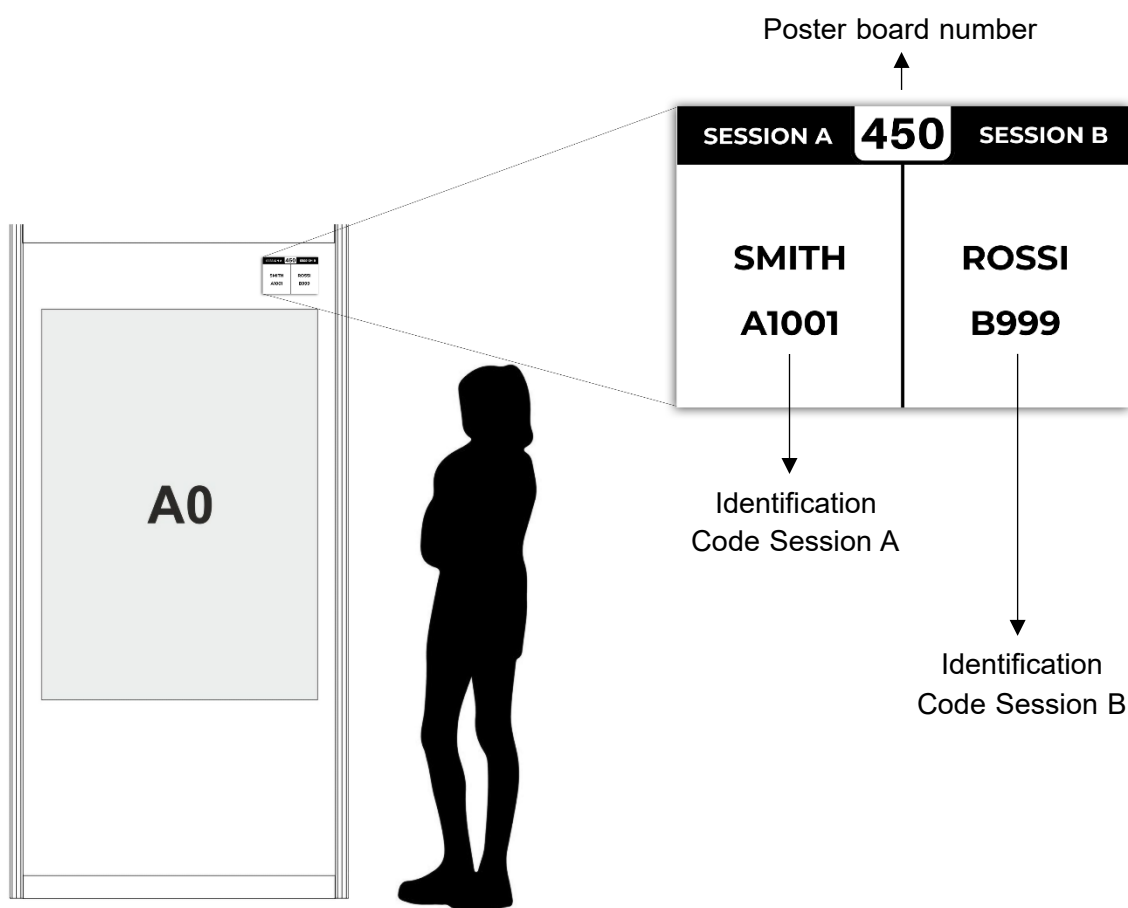




- Please note that the **surname on the poster board is the one of the submitting author**. The poster **will be arranged in alphabetical order by surname of the submitting author**.
- Posters should remain on the assigned poster board for all the session time.
- Authors can remove posters, depending on the session assigned, as follow:
 - SESSION A - poster must be removed by Tuesday 27th of July 2024 at 19:00.
 - SESSION B - poster must be removed by Thursday 29th of July 2024 at 19:00.

Posters not removed by this time daily will be taken down and discarded.

- The specific materials needed to set the poster will be provided on site by the staff.
- **The same poster board will be used for both sessions** alternatively according to the program indicated in the "Poster Schedule" section.
- The poster board label will contain both poster session identification codes - Below is an example picture of the poster board label:





TIPS FOR A SUCCESSFUL POSTER PRESENTATION

- Make your poster inviting and visually appealing. Use your poster to highlight your project. Try not to fill it with too many details. Pictures/figures are always preferred to text, especially to catch the attention of those walking by skimming posters. Present only the key results and use smaller subheadings with the key takeaways. QR codes can be a great way to link your audience to a preprint or other details left off the poster.
 - Check your font sizes for readability. If you aren't sure about the readability of your font size, print out a document with text printed in various font sizes. Tape it to the wall and stand back 1,5 – 2 meters to see what's readable—this should be your minimum font size for headers/results.
 - Be welcoming and engage your audience! Stand to the side of your poster so people can see it as they walk by, be enthusiastic when you are speaking with anyone who stops by. Smile and make eye contact. Be yourself and genuine.
 - Prepare and practice your 1-minute overview of your poster. Think about your poster as the conversation starter. Remember, there are a lot of posters and a short window of time for the poster session. A 1-minute overview will provide enough details about your project and still provide them with ample time to ask questions. A typical 1-minute overview should include the research question/topic, what you found, and why it is important. Tell a story!
 - Know your audience! Don't be afraid to ask the person visiting your poster if they are familiar with particular concepts so that you know the level of information to talk about
 - Acknowledge those waiting to speak to you. If you see others waiting to talk to you while you are speaking to others, acknowledge them with a smile or nod so they know you see them.
 - Welcome the feedback you get. Be prepared for discussion and try not to be defensive in the face of criticism. It's also ok to say you do not know the answer to a question.
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