

## Guidelines

### Guidelines for posters and oral communications

Contributions to the conference can be presented either as a poster or as an oral communication (invited or offered). Below please find some guidelines and recommendations.

#### Poster communications

##### Poster format

The maximum poster size is 140 cm (height) x 95 cm (width). The posters should be mounted with pins. Pins will be available at the conference venue.

##### Poster structure

Your poster has to contain the following elements: Title, author(s) and institution (positioned at the top); a brief introduction, methods, results and conclusions (positioned further down the poster).

Visual presentations, e.g. graphs, histograms and photographs, are strongly encouraged.

A photograph at the top right-hand corner of the poster would help the audience to identify the presenting author.

##### Lettering

Guidelines for minimum font sizes (letter height) are as follows:

- **Poster title: 20 mm**
- **Author(s), institution: 13 mm**
- **Headings: 13 mm**
- **Body text: 9 mm**

##### Poster presentation

The poster should be mounted in the poster hall according to an identification number. Information on your poster location will be made available at the conference information desk.

Authors are requested to be present in front of their posters according to the conference programme/itinerary to answer questions regarding their poster.

Due to the large number of poster, there unfortunately is not enough space to display the posters of the various sessions over the whole time. Below please find information about when your poster has to be mounted and dismantled.

Poster sessions	Poster mounting	Poster dismantling
1.1, 1.2, 2.1, 2.2	Sunday	Monday evening, directly after the poster sessions close
3.1, 3.2	Tuesday morning	Wednesday, directly after the poster sessions 3.1 and 3.2 close
4.1, 4.2, 5.1, 5.2	Wednesday 14:00	Thursday 13:00

### Oral communications

#### Communication support

In each presentation room, a video projector and computer will be made available for showing Power Point presentations.

We will only use PC computers (no Mac!), Windows XP and Power Point softwares (Microsoft Office 2007 or 2003 release), so please provide us with a file compatible with these materials.

#### Communication of your file

When registering, please bring your file as a USB stick and inform the organisers at the reception desk that you want to unload your file and test whether your presentation works satisfactorily on the computers at the conference centre. Please take care to protect against any viruses.

If you will have your oral presentation already on Monday 30 August, please provide us with your file at least one week before the beginning of the conference. You can send your file to us by E-mail (shoffmann@email.uni-kiel.de), or by regular mail (to: Sigmone Hoffmann, Christian-Albrechts-Universität Kiel, Hermann-Rodewaldt-Str. 9, D-24098 Kiel).

### **Duration of the communication**

In plenary sessions, **invited** keynote presentations are not allowed to last longer than 25 minutes, followed by an 8 minute discussion.

The **offered, short** oral communications are not allowed to last longer than 10 minutes, followed by a 3 minute discussion.

### **Chairperson**

Each session will be chaired by a chairperson who will introduce the speakers and initiate the discussion. The chairperson will be asked by the Organising Committee to strictly respect the time schedule.

### **Language**

Your communication must be given in English. Remember that most participants do not have English as their native language; therefore please speak slowly and clearly.