

Guidelines for oral presentations (for satellite meetings and IPNC conference)

Language

Your presentation must be prepared in English, which is the official language for the conference.

Length

Your presentation should be strictly based on the timings listed in the programme. The timeframe assigned for oral presentations includes presentation time and 3-5 minutes for questions and discussion. Please be aware that session chairs will enforce time limits strictly.

Format

Presentations should be prepared in Microsoft PowerPoint (Microsoft Office 2003 or newer) and delivered on a USB drive. Use minimum 32-point font for titles and 24 for body text on all slides.

Submission of a presentation

Presentations for the satellite meetings (19-20 August) must be delivered to a congress staff member at the registration desk or in the meeting room. Presentations for the IPNC conference (21-24 August) must be submitted in the speakers room (Akvariet 1). Please contact one of the congress staff members to upload your presentation – either in the morning before the program starts or (at the latest) 30 minutes before the respective session starts.

For any questions related to the programme or your presentation, please contact the conference organizers.

Guidelines for poster presentations (for satellite meetings and IPNC conference)

Language

Your poster must be prepared in English, which is the official language for the conference.

Poster boards

Each author will be provided one board (250 cm height x 100 cm width). Poster presenters are requested to create their poster at A0 size, which corresponds to 118.9 cm (height) x 84.1 cm (width). Each board will be numbered on the upper left or right corner. Please be sure to place your poster on the correct board number. Your poster number will appear in the final programme available on the IPNC website and in the conference App. Material for attaching your poster (stickers) will be provided by the organizers.

Content

Your poster (text, figures and photographs) should be readable from a distance of 1.5 m. Be simple and direct in your poster presentation. Use short phrases and “bulleted” text throughout the poster. Avoid long narrative paragraphs.

The posters should be organized to include the following elements:

- Overview: A succinct summary of the purpose, methods, results and main conclusion.
- Introduction: A concise statement of the objective and background of the work.
- Methods: Description of the apparatus, chemistry, samples, materials, etc. in some, but not overwhelming detail.
- Results: Graphs, spectra, charts, pictures, etc., with a minimum of text to illustrate the nature of the results.
- Conclusions: Concise statement of the findings (positive, as well as negative), indicating future research directions.
- References and acknowledgements.

Handouts

Authors are encouraged to provide handouts in the form of A4 size prints of their poster. No hardware, computers, books, accessories, or saleable items may be displayed. All posters will be displayed throughout the whole conference, but authors are expected to be present by their poster during the poster session assigned for each conference theme.

Speakers corner

Special sessions for oral poster presentations will be organized during the IPNC meeting (21-24 August). Stay updated via our conference website and App for this unique opportunity to present your work.

For any questions related to the programme or your poster presentation, please contact the conference organizers.