



## INFORMATION AND INSTRUCTIONS FOR ORAL AND POSTER PRESENTERS

### SCIENTIFIC PROGRAMME - CHANGES

Due to the highly limited flights and early departure requirements for Sunday travel, the Programme no longer includes scientific sessions on Sunday; the meeting will end late Saturday evening (with a special farewell dinner following the final session). Full programme details are available on the conference website and in the Final Programme book which will be handed out on-site to registered delegates.

### INSTRUCTIONS FOR ORAL PRESENTATIONS

#### Uploading your presentation

**All presentations must be uploaded well in advance in the meeting room, according to the following schedule:**

- for those presenting between 09:00-11:00: the day prior to your presentation
- for those presenting between 11:30-13:00: preferably the day prior but in any case no later than 10.00 hrs
- for those presenting between 15:30-20:00: preferably the day prior no in any case no later than 13.30 hrs.

Technical assistance will be available in the meeting room to assist you. Please bring your presentation on a USB flash drive or CD. When you bring a PowerPoint presentation, be sure to save it with the option "include fonts" selected, otherwise there is a considerable chance that the layout of your slides will appear differently from where you created them. MAC presentations should be named with a ".ppt" extension.

#### Presentation in the meeting room

Please report at the meeting room **at least 10 minutes** before the session starts to meet with the chair and the technician. You are asked to adhere strictly to the allocated time. It is essential that all presentations are kept to the programme timetable. Invited speakers have 30 minutes to present their lecture. Selected oral presentations are scheduled for 15 minutes. The allocated time for all presentations includes 3-5 minutes for Q&A.

#### Audio visual equipment

The meeting room is equipped with data projection, a PC or laptop and a laser pointer. Presentations should be uploaded on the meeting room PC or laptop. Should you need additional equipment, please notify us **before May 26**.

## INSTRUCTIONS FOR POSTER PRESENTATIONS

### Poster preparation

1. Poster size should not exceed 100 cm high – 90 cm wide.
2. Poster titles should be identical to the title of the abstract.
3. Upon registration **on-site** you will be informed of your poster board number.

### Poster set-up and take down

**All posters will be on display for 2 full days**, from Thursday morning – Friday evening. **Poster presentations** are split into two sessions, with half being presented on Thursday evening and half presented on Friday evening during the Dinner.

Posters should be set up and taken down according to the following schedule:

**Set up\***: Wednesday evening 17:00 – 20:00

(if you arrive later: Thursday morning 08:00 – 09:00)

**Take down**: Friday evening 22.00 – 22.30

Fixing materials will be available in the poster area. Authors are responsible for assembling and taking down their own poster. The organization will not be responsible for posters which are not collected. Posters that are not collected will be discarded after the conference.

### Poster discussions

**Odd-numbered posters\*** will be presented during the Dinner on Thursday evening.

**Even-numbered posters\*** will be presented during the dinner on Friday evening.

*\* On-site you will be informed of your poster board number.*

## CONTACT DETAILS

### Conference Organiser

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### Registration

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### Hotel reservation & shuttle

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