

Instructions for Authors (Oral and Poster Presentations)

Please scroll down for the information for Poster Presentations.

Important Information for Oral Presentations

It is our great pleasure to welcome you as a session speaker at EuCAP 2011 in Rome.

In order to ensure a smooth course during "your" session, we kindly ask you to consider the following instructions.

The overall time slot for each presentation is 20 minutes for both regular and convened presentations. Plan your speech for a duration of 15 minutes to allow time for questions and discussion.

Session chairs have been instructed to rigorously enforce the schedule, i.e., to strictly obey the length of a presentation. We kindly ask you for your understanding and for your cooperation in keeping the schedule.

Be at the room of your session 15 minutes before session starts, so that you can meet your session chairs and the other speakers in advance.

A video projector and a notebook will be available in all conference rooms. The use of personal notebooks has to be announced in advance in the Media Check Room!

Please bring your presentations on a USB memory stick or CD-ROM in MS-Power Point or Adobe PDF format to EuCAP 2011 and submit it in the Media Check Room at the conference venue **at least 1 hour prior to your speech!**

The Media Check Room will be available for EuCAP 2011 paper presenters only.

In order to avoid any problems with your presentation please make sure it fulfils the necessary needs to the following Software:

- MS Office Version 2003 - 2010 Standard (Word, Excel, PowerPoint)
- Windows Mediaplayer 11
- Adobe Acrobat Reader 8

Video Codecs:

- Windows Standard Codecs
- DivX, XviD - FFDShow 17.02.2005 Alpha
- MPEG 2.0.0.0
- Quicktime Codec
- Real Codec

Audio Codecs:

- Windows Standard Codecs
- OGG Vorbis 0.9.9.5
- AC3 1.01.a RC5

Important Information for Poster Presentations

When preparing the Poster, presenters should have in mind the objective of capturing the interest of attendees to the work that is being presented. The quality of the presentation stimulates the attention from the audience, and improves the overall satisfaction of the community attending the conference. Use an appropriate font size allowing posters to be readable by delegates 1,5 m away.

The poster message should be clear and understandable without oral explanation.

Further, we would like to call the attention of poster presenters to the following items.

Each poster board is marked with the poster ID-number. Your poster number has been sent to you in the Presentation Schedule and can also be found in the detailed program. Poster boards will be marked with poster ID-numbers.
Authors are required to use only the boards corresponding to their posters.

Poster presenters have to hang up their poster (both sessions: the ones starting at 14.30 and also the ones starting at 16.40) on the day of their presentation **during lunch time before 14.00h**.

The authors will need to stay just during their session either from 14.30 to 16.10 or from 16.40 to 18.20, and to remove their posters from the boards immediately after the end of the poster session. Posters left on the boards after the poster sessions, will not be returned by the organizers.

Posters should be fixed to the poster board using double sided tape which will be provided on site.

The display area has the following **obligatory maximum dimensions**:

- **207 centimeters** high
- **94 centimeters** wide

We recommend to produce a poster in A0 size (approx. 84,1 cm wide x 118,9 cm high).