The CIESM Congress formula for presenting your research

All presenting authors must prepare <u>both</u> an oral communication and a poster.

1. **Oral communications –** Each author will give an oral 'flash presentation' of **5 minutes maximum** during the relevant assigned session, backed up by **five (max.) Power Point slides** synthesizing and illustrating the main findings.

   PPTx files must be uploaded ahead of the Congress, on your CIESM online account no later than 20 August.

   Authors must attend the full duration of session, as a 20-30 minute debate on the research presented will follow. If an author is not present when called by the session moderator, no further opportunities will be given to present his/her communication which will be treated as "no show" (i.e. not published in the CIESM Congress Proceedings).

2. **Poster communications –** Posters must be in **A0, portrait format** and shall be brought **already printed** by the author when he registers in Palermo (*Palazzo Sclafani*). After registration, he/ she will go to the dedicated desk located in the Poster Hall (*Sala delle Bifore, Palazzo Sclafani, 2nd floor*) where they will be validated and registered; specific indications will be provided on where hanging the poster together with the appropriate fixing material.

   All posters must be set in place at your first arrival at the Congress venue, starting from 14h30 on Sunday 13 October. They must remain in place <u>until 12h30 on Friday 18 October</u>.

   NB: Authors will be able to get their congress badge from the Congress reception desk only if they come with their <u>printed</u> poster.

All authors are required to stand by their poster the following morning (see online programme for poster discussion times) of their scheduled oral presentation to discuss in greater detail their research with the Congress attendees.

A. Tips for your Power Point flash presentation

- First do not simply copy/ paste your abstract or your poster.

- On the top part of the 1st slide please indicate the title of your poster and the authors' names (without affiliations);

- Summarize your main results in a few bullet points (such as main research question, hypothesis, main results, etc.). Telegraphic style is welcome; prefer short sentences, ideally just fitting on one line, with highlighted keywords;

- Two or three illustrations highlighting main results will greatly enhance the visual impact and understanding of your research;

- Make sure to use a font size as well as figure labels that can be read by anyone sitting in the back of the conference room (in general, font size should not be less than 20pt);

- Arial is generally the most suitable style for a presentation (do not use font styles too arty: they are often not easy to read). Avoid shaded text, which appears blurred on the screen;

- Make sure to choose a colour for the text which clearly contrasts with the colour of the slide background. For PPT presentations, a light coloured text (e.g. white, yellow, light blue, etc.) against a dark background is generally preferred;

- Avoid patterned or textured backgrounds which often make the slide confusing and distract the reader from the subject of the presentation;

- Do not use animations or special effects unless necessary: often they slow down the rhythm, or worse will not work on the conference platform and you risk to waste your 3-5min. presentation just fiddling around to make it work.

see an illustrated example of Do's and Don'ts

B. Tips for your poster preparation:

- Print size of posters: A0 universal format (= 84.1 x 118.9 cm), portrait orientation;

- Keep it simple and do not overcrowd the poster with text and figures;

- Prefer graphs to tables when possible;

- Make sure the conclusions (or the most important result) are well highlighted and avoid placing them at the bottom of the poster, often overlooked by the reader;

- Use Arial, Futura or Verdana as font - they are much more legible from a distance than Times Roman. Bold style is not recommended;

- Use a restrained palette of colours, avoid black or vivid colours for the background, better a pastel shade than a bright colour;

- Check that the poster text and figures are still readable at around 1.5-2 m distance. Keep to a minimum of 24 pt size for your paragraph text; 70 to 90 pt size for the title, 36 to 44 for the headings, and 50 to 60 pt size for the authors' names and affiliation underneath; Legend for text and illustrations should be 24 pt size;

- Keep your paragraph text in rectangular blocks rather than stretching it across the width of the poster - which is very difficult to read; justify to the left rather than the centre.

The introduction of your work should be short, outlining essential information necessary to understand the study and why it was done. The objective, the question/ hypothesis tested should be clearly stated in as few words as possible. Do not forget to describe (concisely) the methods used. Graphs and tables should be self-explanatory with a clear legend.

You are welcome to bring printed A4-format copies of your poster if you wish to distribute them to interested Congress attendees.