



BIOPOL-2013. INSTRUCTIONS FOR AUTHORS

ROME. 1ST-3RD OCTOBER 2013



ORAL COMMUNICATIONS

- Lectures should be prepared by using the PowerPoint program and should be introduced in the room computer in advance to the session.
- Those authors wishing to use their own laptop should inform the registration desk in advance to their presentation to make the necessary arrangements.
- Lecturers are encouraged to prepare their short bio (maximum 50 words) and to give it to the chairperson to make their introduction before the lecture.
- Authors should adapt to the lectures time
 - 35 minutes lecture + 5 minutes questions for invited lectures
 - 25 minutes lecture + 5 minutes questions for keynote lectures
 - 15 minutes lecture + 5 minutes questions for oral communications



POSTER PRESENTATIONS

Poster Panel Size

- The display area for each poster on the panel of the poster board will be 120 cm high by 90 cm wide
- This area will be allocated for each poster. Please ensure that your poster does not exceed this size.
- When preparing your poster you should consider how much of your display will be visible at eye level.

Poster Panel Allocation

- A numbered panel will be allocated for each poster according to the conference scientific programme. Staff will be on hand at the conference to provide your poster panel number.
- Please ensure that you stand by your poster(s) during your session for discussion and questions.

Fixing

- Fixing materials will be available from the registration desk.

General guidelines

- A poster should be self-contained and self-explanatory, allowing different viewers to proceed on their own while the author is free to supplement or discuss particular points raised in inquiry.
- Presentations should be kept simple and clear and a mixture of text and graphics is recommended. Remember that the viewer, not the author, as in the case of slide presentations, determines the time spent at each poster.

Illustrations

- Figures should be designed to be viewed from a distance and should use clear, visible graphics and large type. Each figure or table should have a heading of one or two lines. Additional essential information should be provided below in a legend. Photographs should have good contrast, sharp focus and, if necessary, an indication of scale.

Text

- Minimise narrative. Use large type in short, separated paragraphs. Numbered or bulleted lists are effective ways to convey a series of points. Do not set entire paragraphs in uppercase or boldface type.

Titles and Fonts

- Titles and captions should be short and easy to read, in a sans serif font for preference. Use large lettering as this means a number of people can read the poster from a distance without overcrowding. Remember to caption your poster with the abstract title, authors names and affiliations.