

SPEAKER AND PRESENTATION GUIDELINES

ORAL ABSTRACT PRESENTATIONS

FORMAT

- **PRESENTATION TIME:** Please budget:
 - 8 minutes in total for your Oral Abstract Session.
 - 5 minutes for your presentation and
 - 3 minutes for questions or discussion.These time limits will be enforced.
- **CONTENT:** The content of an effective platform presentation should be clear, focused, and concise, consisting of **5-10 slides**. Furthermore, it may contain eye-catching illustrations, diagrams, graphs and/or photographs with clear and attractive layouts. Keep the material simple and concise. Use only pertinent information to convey your message. Make full use of the space, but do not overfill a page with information, as the result can often appear unattractive and difficult to read. When showing results, present only those that illustrate the main findings of your research. Use a spellchecker to fix any spelling or grammar issues.
- **DISCLOSURE STATEMENT:** All authors are required to provide their own financial disclosure statement on the second slide of the presentation, either disclosing all financial relationships with commercial interests or indicating that none exist. If there is no conflict, the following statement may be used: “Authors have declared no conflict of interest”.
- **FORMATTING YOUR PRESENTATION:** Set the presentation slide size to widescreen 16:9 and landscape (horizontal) orientation. Please limit text lines to a maximum of 7 per slide. Ensure readability of your presentation. Please keep in mind that contrast is key when choosing your colors and shades. Use a typeface that is particularly simple and clear. Do not use more than 2 font types as too many types distract. It is suggested that you use **Arial, Calibri, or Times New Roman** with a **font size of 28**. You can find attached the PowerPoint Template to be used for your presentation. The use of the WAC PowerPoint Template is encouraged, but not required.



PRESENTATION GUIDELINES

Speakers must submit presentations **AT LEAST ONE DAY** in advance of their presentation to the Speaker Ready Room. Please plan ahead.

The Speaker Ready Room is available on the following dates and times:

26 September - 15h00 to 18h00

27 September - 08h00 to 18h00

28 September - 08h00 to 18h00

- A projector, screen, laptop and amplification equipment (depending on room size) will be provided in each session room. Flash drives, personal computers or changing of the audio-visual equipment in the room is not permitted.
- Macintosh/Apple users please convert your presentation file to a PC-formatted readable USB flash drive/thumb drive.
- Presenters must bring a copy of all external files contained within their PowerPoint presentations, such as movie or sound file (wav, avi, mpeg, etc.) in one folder.
- Speakers are asked to attend the session they are assigned to in its entirety. If a speaker is not present when their name is called, the next speaker on the schedule will be summoned. The speaking order may advance quickly if a speaker misses their time.



ePOSTER PRESENTATIONS

ePOSTER FORMAT

- All ePosters presentations and visual aids must be in English.
- Include Abstract ID in Title
- **Layout:** Portrait (vertical orientation)
- **ePoster Aspect Ratio:** 16:9
- **ePoster File Size:** Maximum file size is 10 MB.
- **ePoster File Format:** 1 page, PDF (.pdf)
- Use of the attached ePoster Template is encouraged, but not required.

PRESENTATION GUIDELINES – ePOSTER DISCUSSION

The presentation will be facilitated with the use of an electronic poster board, on which you will upload your ePoster prior to the meeting date. The system will allow you to move around and zoom in on any section (just like a large iPad)

The ePoster Area is located in the first floor Foyer, overlooking the exhibit hall, and will take place immediately following the Opening Ceremony, Friday 27 September 19:45-20:45. There will be two moderators that will manage the running order of your session and the Q&A. You can find the time of your presentation, ePoster station number, session details in the informational email sent to the presenting author. Additionally, ePoster presentation schedules will be available in the program book. Please arrive at the start of your session and stay for all the presentations.

Your Presentation will be organized as follows:

- **3 minutes of oral presentation of your ePoster followed by**
- **2 minutes of discussion and questions hosted by the moderators**
- You should arrive at the Grand Foyer at least **10 minutes prior to the start of the session** to introduce yourself to the moderators and familiarize yourself with the ePoster system.
- Moderators will be asked to strictly enforce the time limit on your talk. Your question time will not be considered as part of your presentation time. You should therefore practice your talk prior to the meeting with particular regard to the timing.

Your abstract will be published in an online supplement to the SPAIC Journal which will be available during the WAC.



At the end of your presentation, you will be asked questions about your abstract. The moderator(s) of your session will facilitate questions from the audience. If English is not your first language, and you need assistance, please bring someone to help you translate.

PRESENTATION GUIDELINES – ePOSTER WALK

EMAIL YOUR ePOSTER .PDF to wac2024@aimgroup.eu no later than 16 September 2024.

Subject Line: WAC 2024 - ePOSTER - Your Abstract ID - Your Last Name

The presentation will be facilitated with the use of an electronic poster board. The system will allow you to move around and zoom in on any section (just like a large iPad)

The ePoster Area is located in the first floor Foyer, overlooking the exhibit hall. ePoster Stations are numbered and each station will have one to two moderators that will manage the running order of your session and the Q&A. The time of the presentation, ePoster station (A-D), session details were included in the informational email sent to the presenting author. Additionally, ePoster presentation schedules will be available in the program book. Please arrive before the start of your session and stay for all the presentations.

The ePoster Walk will be organized as follows:

- **30 minutes of open discussion and Q&A** from the audience, facilitated by the moderator
- You should arrive at the ePoster area, introduce yourself to the moderator(s) and familiarize yourself with the ePoster system at least 10 minutes prior to the start of the session.

Presenters will not be given a designated presentation time; however, all presenting authors will be expected to answer questions from the audience and moderators. You should come prepared to discuss the details of your ePoster.

Your abstract will be published in an online supplement to the SPAIC Journal which will be available during the WAC.

