

PRESENTATION GUIDELINES

A **full-length paper** is required for each presentation (either oral presentation or a poster), to be published in the Proceedings. For adequate preparation, please refer to the attached **Instructions to Authors** and **Paper Preparation Guide Sheets**.

Final camera-ready form (on paper and by E-mail) must reach the Conference Administrators Office before **July 1, 2007**

Oral Presentations

Each author will be allowed 20 minutes for his/her oral presentation (we encourage contributors to complete their presentations in 15 minutes, in order to allow 5 minutes for questions and answers after the presentation). It is expected that all presentations will be presented using Microsoft Powerpoint software with a common computer provided by the conference organizers. An overhead projector will be available by special request.

Poster Presentations

It is anticipated that there will be two poster sessions. The first will be on Sunday evening, August 26 and the second on Wednesday evening, August

Display Panels

Each poster layout will be mounted on fibreboard panels that are approximately 6 feet wide x 4 feet tall. A table can be prepared on request, to support physical samples to be used in conjunction with the poster layout.

General Appearance

The display material can be either a number of separate units or a single sheet. Your fully completed poster presentation should be carried with you and not sent in advance or prepared at the conference site. Poster presentations normally include an abstract, captions and headlines, charts, tables, diagrams showing results and conclusions. Also include your contact data (name, institute, address, phone, fax, E-mail). Posters cannot be printed at the conference site.

Pictures and Graphs

As a general guide, all pictures, graphs or charts should be at least 8x10 inches (200mm x 250mm) in size. Present one idea per picture (graph) and include only supporting information.

Lettering

All poster lettering should be typewritten. Since your poster has to be read at distance of a couple of meters, use appropriate size lettering.

Set-up and Presentation

Two poster sessions are planned during the conference. Specific presentation times and instructions will be sent to applicants/attendees.

OFFICIAL LANGUAGE

The official language of the conference is ENGLISH.