



27th International Conference, Paris 2010

Guidelines for Poster Presentations

YOUR POWERPOINT SLIDES ARE NEEDED NOW!!

General guidelines

Your abstract has been selected for ISQua's 27th International Conference for a 5 minute poster presentation

You will have to prepare:

- A PowerPoint presentation: 3 minutes of presentation and 2 minutes for questions and audience discussion. **For the Poster Presentation Session, you can use no more than 3 PowerPoint slides.**
- A poster: to be displayed during the congress. (size guidelines below)

Registration

You must be pre-registered for the conference in order to present and have your abstract published in the final programme, go to www.isqua.org to register now. Presenters should check in at the Conference Registration Desk located on the Level 0 of The Marriott Rive Gauche Hotel. The location of your session will be published in the final programme, which you will receive when you arrive.

Registration opening hours are as follows:

Sunday 10th October	07:30 to 20:00
Monday 11th October	07:00 to 17:00
Tuesday 12th October	07:00 to 17:00
Wednesday 13th October	08:00 to 16:30

Meet the session chairperson

Please meet the session chairperson in your conference room at least 15 minutes prior to the start of your scheduled session. In order that you can be properly announced; please provide the chairperson with your name, position, organisation and country, in writing.

GUIDELINES FOR POWERPOINT PRESENTATION

Audiovisual equipment:

- Each meeting room is equipped with a master computer, which shall be used for all presentations. The conference room will be set in theatre style.
- Presenters will not be allowed to connect their own laptop to the video projector.
- Presentations must be PC compatible

Authorized PC formatted file support

Presenters should bring to the symposium:

A backup copy of their presentation(s) on a PC formatted file support such as **USB key, CD-Rom, DVD or External Hard disk.**

Presentation Format

- Please use Power Point Versions 97, 98, 2000, 2001, XP-2002 or 2003.
- Please use the regular PC fonts for your PowerPoint presentation such as Arial, Times New Roman etc. Please use the Windings collection for special characters and other signs.
- If you have pictures, they must be under the following format only: .jpg, .gif, .tif, or .bmp
- If you have video files attached to your power point presentation, they must be in the following format: .mpg, .mpeg, .avi or DIVX. The format .mov (quicktime) will not be accepted. If you have such files, please export them in .avi format.

	Acceptable	Not Acceptable
PowerPoint Software	Version 97, 98, 2000, 2001 or XP-2002 and 2003, Windows 2007	Keynote
Font	PC Fonts (Arial, Times New Roman); Wingdings for special characters and other signs	
Pictures	.jpg, .gif, .tif, or .bmp	.pict
Video files *	.mpg, .mpeg, .avi or DIVX	.mov (quicktime); DIVX 6 and over

* Please do not forget to include your video files and all links to these multimedia files when saving your final presentation onto PC formatted file support.

Tips to convert your files if you are a Mac user:

If you are using Keynote, you can save your presentation in PDF or PowerPoint by clicking on "Share". You may lose your animation and certain fonts if you are not using True Type Font.

You can use **QuickTime Pro** to convert your video files (QuickTime) without any loss of quality.

In the preview room, you can meet computer experts that can help you converting your files. Please, proceed to the preview room at least half a day before your presentation to ensure there is enough time for file conversion. We strongly recommend that file conversion is completed in advance of the Conference.

Sending your PowerPoint Presentation File

- Presenters must send their presentation file to scientific.isqua@clq-group.com no later than **15th September 2010**. Please name the file with your abstract number, date and time of your presentation.
- The size of the file should be **less than 5 Mb** to enable it to be received by email.
- **During the conference, speakers are asked to proceed to the preview room** at least half a day before their session where they can receive assistance from our computer experts, if required.

Confidentiality

Submission constitutes your consent to publication of the abstracts and any PowerPoint presentation. Please inform us if you do not wish your presentation to be posted on the ISQua web site following the conference.

GUIDELINES FOR POSTER DISPLAY

Poster dimension

- Poster maximum size:
Height: 1.60m
Width: 0.90m

Please, note that the orientation format of your poster is **Portrait**

- The poster board will be slightly bigger in order to fit your poster.
- Each poster board is numbered corresponding with your Poster registration number (e.g.: P001). A list will be available on site with the reference number, poster title and list of authors.
- Fixation: Double-sided tape will be provided on site at the Conference Welcome Desk.
- Set-up and dismantle:
Authors are fully responsible for the set up and dismantling of their poster according to the schedule given.

Set up: From 07:00 on Monday 11th October 2010
Dismantle: Before 14:45 on Wednesday 13th October 2010

Poster sessions

- Authors of accepted posters are requested to stand by their presentation to be able to discuss it with participants during the 'Meet the Poster Presenters' Reception on:

Tuesday 12th October 2010 from 18:00 to 19:30

Guidelines

- Posters should display at the top: the title, authors and institutions of origin in large letters and contact details (optional). The background, hypothesis, aims, material and methods, results and conclusions should follow, and should be designed so that the poster can easily be read at a maximum distance of 2 metres.
- Authors must bring their posters already printed. There will be no printing services available on site.
- The organisers are not responsible for loss or damage to those posters which are not removed by authors within the times of dismantling. Posters not removed by their authors will be taken down by staff and no responsibility can be taken for their safe return.