



GUIDELINES FOR PAPER & POSTER PRESENTATIONS

The following guidelines will be of help when you prepare your paper or poster presentation for the ReCLes.pt 2019 International Conference.

PAPER PRESENTATION

The session rooms at the conference will be fully equipped with a data projector, screen, computer with Internet connection and loudspeakers. Should you require any other equipment, please let us know via our conference email: recles.pt2019intconf@gmail.com.

To ensure that the conference and your presentation run smoothly, we kindly ask you to note the following:

1. Each presentation is allocated a 30-minute period: 20 minutes for presentation + 10 minutes for discussion (at the end of the presentation or at the end of the session). The order of the presentations will run according to the conference programme.
2. The Session Chair will time your 20-minute presentation. Please ensure that you keep to your allocated time.
3. Presentations may be in either Microsoft PowerPoint (*.ppt, *.pptx) or Adobe PDF. Please note that we cannot guarantee the quality of MacIntosh-based presentations.
4. You should bring your presentation on a USB storage device. For backup we suggest that you also send it to yourself by email. Please do NOT send your presentation to the Organising Committee by email. You will be using our conference computers for your presentation.
5. Please arrive 15 minutes before the start of your session to upload your presentation.
6. If you plan to use Internet in your presentation, please check that the sites open properly, especially if your presentation includes video or sound clips.
7. Handouts or photocopies of your presentation are generally well appreciated by delegates. If you wish to distribute handouts, you should prepare them beforehand and bring them with you (approx. 20 copies). Please note that no photocopying will be available at the conference.
8. Presentations, rather than reading through your notes or written paper, are recommended.

POSTER PRESENTATION

Your poster should cover the KEY POINTS of your work. The ideal poster is designed to (1) attract attention, (2) provide a brief overview of your work, and (3) initiate discussion and questions.

1. Poster and font size:

SIZE - A1 594mm (width) x 841mm (height).

TITLE - 50-70pts

AUTHOR(S) - 30-40 pts

AFFILIATION - 20 pts

HEADINGS - 25-35 pts

BODY TEXT - 20-25 pts

CAPTIONS - 18 pts

2. Use colour to highlight and make your poster more attractive and use pictures, diagrams, cartoons, figures, etc., rather than only text wherever possible.
3. Make your poster as self-explanatory as possible, which will save you time to use for discussions and questions.
4. Please note that there will be no time or materials available for last minute preparations of posters at the conference. If you think you may need certain materials to repair the poster after travelling, please bring them with you.
5. Please talk to our staff at the conference reception as soon as you arrive and liaise with them to prepare your poster display.
6. Posters will be on display at the conference hall on both days of the conference. There will be a poster session (please see conference programme). Make sure you are ready to briefly present your poster to other delegates and to respond to their questions.
7. Handouts with information about your poster are generally well appreciated by delegates. If you wish to make handouts available, you should prepare them beforehand and bring them with you (approx. 30 copies), preferably in two languages. Please note that no photocopying will be available at the conference.

ADDITIONAL INFORMATION

- The ReCLes.pt 2019 International Conference promotes multilingualism. Sessions have one or two official languages of communication and translation/interpreting services are not available. Accordingly, and whenever possible, we ask that you willingly entertain questions and comments in other languages and do your best to promote communication in any number of languages. The primary language of your presentation is the language of your abstract.
- All abstracts and bio notes as well as the conference programme will be made available in the *Book of Abstracts*. The general programme will be on display at the conference hall and on the doors of conference rooms.
- Your certificates will be sent to you by email in .pdf format.

Please inform the Organising Committee at recles.pt2019intconf@gmail.com if you are unable to make it to the conference for any reason.

We are looking forward to your presentation in Faro!

The ReCLes.pt 2019 International Conference Organising Committee