



## GUIDELINES FOR PAPER & POSTER PRESENTERS

The following guidelines will be of help when you prepare your paper or poster presentation for the ReCLES.pt 2014 International Conference.

### PAPER PRESENTERS

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.pt2014intconf@gmail.com](mailto:recles.pt2014intconf@gmail.com).

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

1. Each session will host three presentations. In all but a few exceptions that have already been planned with the presenters, 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, according to the indication provided by the Session Chair). 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 and be as concise and clear as possible. The Session Chair will be flashing up two warning cards (of 5 minutes and 2 minutes), indicating how much time you have left to conclude your presentation.
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 in an 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 the session to upload your presentation.
6. If you plan to use Internet in your presentation, please verify 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), preferably in two languages. 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 PRESENTERS

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. The maximum size of your poster is limited to 90cm (width) x 110cm (height).
2. The title of your poster should appear at the top in CAPITAL letters about 25mm high.
3. The author(s) name(s) and affiliation(s) appear below the title.
4. Use color to highlight and make your poster more attractive and use pictures, diagrams, cartoons, figures, etc., rather than only text wherever possible.
5. The smallest text on your poster should be at least 8 mm high, and the important points should be in a larger size.
6. Make your poster as self-explanatory as possible, which will save you time to use for discussions and questions.
7. 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.
8. Please deliver your poster to our staff at the conference reception as soon as you arrive and liaise with them to prepare your poster display.
9. Posters will be on display at the conference hall on both days of the conference. There will be a poster session on Monday 27<sup>th</sup> October, 3-3:30pm. Make sure you are ready to briefly present your poster to other delegates and to respond to their questions.
10. 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. 100 copies), preferably in two languages. Copies can be delivered to our staff at the conference reception. Please note that no photocopying will be available at the conference.

### Additional Information

- The *ReCLes.pt 2014 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.
- **Small gestures can help the planet.** Please help us reduce the amount of paper & printing at this conference. With your collaboration these are the contributions that will be made to the environment:
  - All abstracts and bio notes as well as the conference programme will be made available on the conference website – <http://gaie.iscap.ipp.pt/recles/index.php/programme>. Please use your portable devices for consultation during the conference. The general programme will be on display at the conference hall and on the doors of conference rooms. A limited number of sample copies of the abstracts will also be available for consultation at the conference reception.
  - Your badges will be recycled so please be sure to return them to the conference reception before you leave.
  - Your certificates will be sent to you by email in .pdf format.

Please inform the Organising Committee at [recles.pt2014intconf@gmail.com](mailto:recles.pt2014intconf@gmail.com) if you are unable to make it to the conference for any reason.

Looking forward to your presentation in Estoril!  
The *ReCLes.pt 2014 International Conference* Organising Committee