



XIII Congresso Luso-Espanhol de Herpetologia  
XIII Congreso Luso-Español de Herpetología  
XIII Iberian Congress of Herpetology

*Universidade de Aveiro*

*30/sep ~ 04/oct/2014*

## **PRESENTATION GUIDELINES**

### GENERAL RULES

- You must be registered for the meeting in order to make a presentation.
- The acceptance of a communication to be presented in the congress does not involve any kind of financial support

### PLATFORM PRESENTATION RULES

- Oral presentations should be given in English, Portuguese or Spanish. These languages are also the only allowed for the text included in the slide presentation.
- Electronic PowerPoint or PDF presentations are strongly recommended as the formats for presentations. The congress organization will guarantee the media for these formats only.
- Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.
- The total time assigned for each platform is 15 minutes. It is highly recommended to keep the presentation time in a maximum of 10 minutes, leaving 5 minutes for discussion. If you consume the 15 minutes in your presentation you will not be allowed to take the questions from the audience. After 15 minutes, speakers will be invited to leave the platform.
- Presentation files must be copied in the auditorium PC no later than the break immediately before the session in which your presentation is scheduled (you will receive a message with your scheduled date and time). If your presentation is scheduled for the first session in the morning and you have not been able to copy the presentation file on the day before, be present at the auditorium 10 minutes before the session begins in order to copy your file.
- A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed, and a slide describing the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The next several slides should present the results obtained, and a final slide should give the conclusions of the study.
- As general style recommendations, use a font size large enough to make your presentation readable from the back of the room, do not charge slides with text, use graphs rather than tables, but avoid very complex graphs that require much time to be understood; prepare your slides to communicate ideas, not details (if attendees want details, let them ask you in the discussion period). Use horizontal position (landscape) for all PowerPoint slides.

## POSTER PRESENTATION RULES

- Posters must be written in English, Portuguese or Spanish.
- Poster orientation should be portrait, not landscape. Poster size should be A0 (841 mm x 1189 mm).
- The proposed sections to be included in a poster are: Introduction & objectives, Materials & methods, Results & discussions, Conclusions.
- Minimum font size for all text: 18 pt. Text and graphics must be readable from 2 meters away.
- Use bullets and keep text to a minimum. Use simple backgrounds; do not distract from the message. Aim for clarity and simplicity; avoid overloading the poster with excessive text and data. The poster should be understandable without oral explanation. Avoid excessive use of organisation logos / advertisements.
- You will receive your poster code indicating the number of the poster board where you should place the poster. Posters will remain on their boards from the set-up time (Tuesday afternoon or Wednesday morning) until the end of the sessions on Friday afternoon. You are responsible for set-up and take-down of your poster during the prescribed times. Materials for hanging the posters to the boards will be provided by the congress organization.
- Coffee breaks on Wednesday, Thursday and Friday will be served in the hall where posters are displayed. Ideally, the attendants will use the 30 min poster sessions-coffee breaks on Wednesday, Thursday and Friday morning to read the posters of their interest. The 1 h poster session-coffee break will be used for discussion of the poster contents between authors and attendants. Therefore, we strongly encourage poster authors to stay in front of their posters at least during the Friday afternoon session, from 16:30 to 17:30.