

# GUIDE FOR THE ORAL PRESENTATION AND POSTERS

- The conference language for all presentations is **English**. It is important that the person giving the talk has adequate personal English language skills to be able to present the paper and answer questions. Simultaneous interpretation will not be provided.
- Your presentation must not be overtly commercial in context and any company and product names should only be used in a relevant context.

## Preparation of Oral Presentations

- PowerPoint (2003 or earlier) will be the only method of presentation available for this conference. Operating system used: Windows® XP.
- If your presentation file was not created with PowerPoint®, make an Adobe Acrobat PDF file or stand-alone presentation file (self executable file). It is the responsibility of the Speaker to ensure that presentation files are in the proper format.
- Please ensure that each slide is clear and does not contain too much information.
- Please do not try to show too many slides during your presentation. Aim to show one slide for every 60-90 seconds.
- If including video clips in your presentation, please supply the video clip and PowerPoint file in the same folder.
- To avoid incompatibility problems, use common font types (such as Arial or Times New Roman) and avoid excessive animation.
- Please save your presentation file either on a **CD-Rom or a flash memory stick**.
- All presentations are to be loaded onto the conference centre computer which should be used rather than your own laptop.
- **It is also very strongly recommended that you send the files ahead of time to allow for checks to be made prior to the live presentation.** Please, check it before your presentation during coffee-breaks.
- There is no harm to bring your own laser pointer.

## Timing of Oral Presentations

- Total time for plenary presentations is 40 min and 20 minutes maximum for the section papers (including the session Chair to introduce the Speaker, the presentation and questions). This time must be strictly respected and will be enforced by the session Chair.
- Presentations will be kept strictly to time to allow delegates to move between parallel sessions.

## Preparation of the Speaker

- Please complete the “Speaker Information Form” (you will receive it at registration).
- You will give the form to your session Chair or Secretary at least 15 minutes before the beginning of the session. It is essential to meet with your session Chair and other speakers in the room of your session before the session begins. Any last minute information will be provided there.
- Please ensure that your presentation file is loaded on the computer.

## Poster Preparation

- The Poster should be a maximum of A0 in size (841mm x 1189mm) and prepared in portrait format (tall, rather than wide) in order to fit on the board. Please note that a poster prepared in landscape format cannot be displayed. Participants are kindly requested to follow these dimensions.
- The Organiser will provide poster boards on which you should mount your poster.
- Each author is free to decide on how to lay out the poster, however it is recommended that:
  - Illustrations should form the main focus of the poster, with text limited to the essential points.
  - Illustrations do not exceed 3-4 per poster, in order to give a clear understanding of the work.
  - The poster should be prepared as a single sheet, containing all illustrations and text.
- The poster should contain a header box of 200 mm high and 800 mm wide, containing the exact title of the paper, the name of each author and their affiliation and country. The header should be in bold print.

## Final Program

- Please visit the Conference website <http://www.pmi.lu.lv/html/ConfInf.htm> for the Conference programme and presentation schedule.

## Other Recommendations

- Participants are kindly requested to submit the full papers for reviewing and publishing in the bimonthly journal “Mechanics of Composite Materials” to the Editor who will be available during the conference. Guide for Authors are available on <http://www.pmi.lu.lv/html/JourNotes.htm>.

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