



Society of Environmental Toxicology and Chemistry Europe

## ***Annual Meeting Platform Presentations***

### **GENERAL RULES**

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.
- Electronic PowerPoint or PDF presentations are the **ONLY** accepted medium for the platform presentations. The computers in the conference center will have the Office 2007 version. Computers in the session rooms will **NOT** have an internet connection.
- Traditional slide projectors / overhead projectors will **NOT** be available during the platform sessions.
- Please contact the SETAC Europe office at [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org) if you have questions about your presentation.

### **PREPARATIONS**

- Lettering and numbering on your PowerPoint electronic presentation (e-presentation) must be readable from the back of the room. Text should not exceed 8 lines.
- An effort should be made to reduce clutter on PowerPoint slides.
- Graphs are best used to convey trends, comparisons, and relationships.
- Do not list strings of non-significant numbers. Tables are best used when precise numbers must be presented.
- Use horizontal position (landscape) for all PowerPoint slides.
- Pre-meeting rehearsal by presenters is a must to ensure that speakers finish within the allotted time and the take home message of the presentation is clear.
- Presentation upload:
  - Presentations must be uploaded via the web **before 16:00 the day before your presentation** at [http://meetings.setac.org/sevilla/submit\\_abstract](http://meetings.setac.org/sevilla/submit_abstract). You should also upload any movie or audio files that you want associated with the presentation. The file size limit is 75MB. Instructions for upload will be provided to the main author in an e-mail early May.
  - Preferably upload your presentation well before the meeting. You have the option to delete and reupload files if you make changes to your presentation prior to the meeting. At the meeting you can upload your presentation at the presentation upload desk, next to the registration desk. At the registration desk, SETAC staff is available to assist with the upload if necessary. The ultimate deadline for uploading your presentation is 16:00 the day before your presentation is scheduled.
  - Instructions for uploading your presentation using online software:
    1. Login at [http://meetings.setac.org/sevilla/submit\\_abstract](http://meetings.setac.org/sevilla/submit_abstract) (log-in info provided by e-mail to the main author);

2. Click "upload presentation" in the upper right corner of screen;
  3. Select the presentation you wish to upload file into;
  4. Check "make available" if you wish to make your presentation publically available online for 3 Months after the meeting;
  5. Click "browse" to locate the file on your local computer you wish to upload;
  6. Click "Submit" to upload your selected file (note: This may take several minutes depending on how large the file is);
  7. Repeat process if you wish to upload more than one file.
  8. Click "delete" to the right of the file if you wish to delete the uploaded file
- For questions regarding uploading files contact [jason@setac.org](mailto:jason@setac.org).
  - Unless you object, all presentations will be accessible to the public for a period of 3 months after the meeting. Your permission will be asked during the upload process.
- As a backup, bring your presentation on a memory stick to the meeting.

## AT THE MEETING

- Have your presentation uploaded via the web before 16:00 the day before your presentation is scheduled.
- Be in the session room 20 minutes before the beginning of your session and introduce yourself to the Session Chair. Provide appropriate, concise biographical information to him/her for your introduction.
- **Stay on schedule.** You have been allotted 20 minutes - including discussion - for your presentation (note that timing may be different for special sessions, i.e. those abstracts with a session code starting with 'SS'). The Session Chair has been instructed to require all speakers to adhere to this limit. Plan for 15 minutes for the presentation and 5 minutes for discussion. A general rule for the amount of slides to be presented is one per minute available presentation time.

**If you cannot attend the meeting or must withdraw your platform presentation, you must contact the SETAC Europe office immediately by sending an e-mail to [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org).**

**You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.**

## SETAC Europe

Avenue de la Toison d'Or 67, B-1060 Brussels, Belgium

Tel: +32-2-772-72-81 / fax: +32-2-770-53086 / email: [setac@setaceu.org](mailto:setac@setaceu.org) / web: <http://www.setac.org>