



Society of Environmental Toxicology and Chemistry **Europe**

## ***Annual Meeting Poster Spotlight 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.
- Please contact the SETAC Europe office at [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org) if you have questions about your presentation.

### **POSTER LAY OUT**

- Poster orientation should be **portrait**, NOT landscape.
- Poster size should be **A0** (841 mm x 1189 mm).
- The title should be ideally in ALL CAPITAL LETTERS, 72 pt. font. Author and affiliation should be in 42 pt. font
- Sections to be included:
  - Introduction
  - Materials & Methods
  - Results & Discussions
  - Conclusions
- Minimum font size for all text: 18 pt.
- Text and Graphics must be readable from 2 meters (6 feet)
- Use bullets and keep text to a minimum.
- Use simple backgrounds; do not distract from the message.
- Excessive use of organisation logos/advertisements is not allowed.

### **POSTER DISPLAY**

- Poster boards measure 96 cm width and 256 cm height.
- You will receive your poster code early May. The 2 letters in your poster code represent the day your poster should be displayed (MO = Monday, TU = Tuesday, WE = Wednesday, TH = Thursday), the number is the number of the poster board. E.g. MO 052 should be displayed on Monday on poster board 52.
- YOU are responsible for setup and take-down of your poster during the prescribed times.

Monday - Wednesday:

08:00 - 08:25 Poster setup

10:30 - 10:55 Morning coffee break: attend poster

13:00 - 13:55 Lunch & poster session: attend poster

16:00 - 16:25 Afternoon coffee break: attend poster  
17:10 - 18:30 Poster session & social: attend poster  
18:30 - 19:00 Poster take-down

Thursday:

08:00 - 08:25 Poster setup  
10:30 - 10:55 Morning coffee break: attend poster  
13:00 - 13:55 Lunch & poster session: attend poster  
13:55 - 15:45 Poster take-down

- All posters will be located in the poster and exhibition area (Pavilion 2).
- Your poster must remain displayed for the entire day.
- Provide an envelope where people can leave their business cards for requests for more information. If possible, also provide hand-outs of your poster and your own business card.
- Be at your poster during the breaks and during the poster session/social.
- Leave a note listing other times you will be at your poster.

## POSTER SPOTLIGHT PRESENTATION

At the end of the Platform Session associated to your Poster session, you will have the opportunity to show **3 (THREE) slides MAXIMUM** to focus attention on the topic of your poster. Check the programme to see the exact timing.

Please note that these 3 slides are not meant to cover your whole research, **BUT ONLY HIGHLIGHT THE MAJOR FINDINGS OF YOUR WORK**. More detailed information can be provided orally during the poster session. The Poster Spotlight Presentation should stimulate people to visit your poster.

Once again: **DO NOT** try to squeeze a regular platform presentation into 3 slides and 4 minutes that are available for the poster spotlight. Preparing the slides for the poster spotlight, please note the following:

- 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.
- 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 end of April.

- 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.
- **Stay on schedule.** You have been allotted 4 minutes for your presentation. The Session Chair has been instructed to require all speakers to adhere to this limit. **Do not use more than 3 slides.**
- Do not spend time to acknowledge all co-workers, institutes etc. This information is shown on your poster. Focus on your message to attract people to view your poster during the breaks or poster socials.

**If you cannot attend the meeting or must withdraw your poster 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

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