GUIDELINE FOR PRESENTATION – ICPA2015

Please, note these guidelines which are providing all instructions you may need.

Oral Presentation (for Session Speakers)

◆We will prepare an official PC (Windows 7, power point 2013) for the presentation. You can check/modify your slides in the symposium office room by using the same PC of presentation.

◆If you want to use your own PC for your presentation (i.g., Macintosh), you can use yours. We have VGA terminal (D-sub15pin) to connect our projector systems and will prepare converter cables from other types of terminal. For sound, we will prepare cables from microphone to our projector system.

Poster Presentation

Size of posters

◆The size is A0 (841 mm wide; 1189mm high; Portrait Style). Your poster must not exceed these sizes.

Preparing your poster

◆All elements of your poster (text, picture, table, figure etc.) have to be in English.

◆Divide the contents into a several sections (e.g. Introduction, Methods. Results, Discussion).

◆Keep the font size large enough. Your poster can be read from 1m distance.

◆Avoid commercial reference. Advertising of products is prohibited.

Putting up posters

◆You should put up poster between 9:00 and 12:00 on the day of your poster session.

◆The poster must be mounted on the assigned wall which indicates your poster number.

◆Putting up materials will be available on site. Staff will assist you in locating your poster wall and setting up your poster. Kindly contact the Registration Desk on-site.

Attended Poster Sessions

◆The author should be responsible for answering any questions by the audiences during your poster session.

Removal of posters

◆The posters should be removed between 17:00 and 18:00 on the day of your poster session.

◆Please note that all posters which are not removed after the session will be destroyed.

◆ICPA2015 and staff are not responsible for packing, removing, or shipping your poster.

ICPA2015 Best Student Poster Award

Winners of the ICPA2015 Best Student Poster Award will be chosen from posters presented by participants who registered as a student with or without membership. Posters by participants who do not attend their allocated poster session will not be included. The award winners will be announced and receive a certificate at the Closing Ceremony on Oct. 30th.