GUIDELINES FOR AUTHORS
ORAL COMMUNICATION

The Organising Committee of the **74th EAAP Annual Meeting** will do its utmost to help authors for their presentations and to facilitate their arrival and stay at the congress.

Please take a few minutes to read the following guidelines regarding the on-site organisation of the congress for the smooth running of the sessions.

ORAL PRESENTATIONS

After having picked-up your badge at the Welcome Area, you need to go give your presentation file to the technicians in the **Preview room** located in the Welcome Area.

Please be sure to upload your presentation at least half a day before your scheduled oral presentation.
All presentations scheduled for Monday morning must be uploaded on Sunday.

The preview room will be open from Sunday 27th to Thursday 31st from 08:00 to 18:00.

1. TECHNICAL GUIDELINES

PRESENTATION FORMAT

The file for your oral presentation must be created in a **PowerPoint file** (.ppt or .pptx). Your presentation should be composed of **slides** in a **landscape format 16:9. according to your allocated time (on average 15 slides for 15 mins and 30 slide for 30 mins).**

You will not be allowed to use your personal computer in the conference room.

If you insert images or pictures:
They must be under the following format: .jpg, or .gif, format (.pict prohibited) and must be in high definition to allow efficient viewing. Images/pictures resolution should be 1920 X 1080 minimum (width by height).

If you have video files attached to your power point presentation:
They must be in the following format: .mpg, .mpeg, .avi, .wmv or .mov and must be saved in the same folder than the presentation.
And do not forget, when saving your final presentation on a USB device, to make sure to include your video files if any, and all links to these multimedia files.

If you operate under Mac:
Oral communications in Macintosh format are supported by the preview system after on-site conversion:
- Please allow sufficient time for conversion of Macintosh files to a format compatible with the pre-projection system.
- Conversion of Keynote presentations with specific animations is not guaranteed.
- Prefer Windows-compatible fonts
The fonts installed on the workstations (pre-projection and rooms) support standard Western European characters.

IN THE CONFERENCE ROOM

The computer equipment available in the conference rooms is strictly identical to that in the pre-projection room.
A computer screen on the lectern allows you to follow the presentation without having to turn towards the screen.

In the event of technical problems, please contact the technical staff in the room, who will take appropriate action.

Each conference room is equipped with the following:
- A video projection system
- Laptop computer with mouse

Click on your name to open your oral presentation and press the 'Escape' key to return to the main menu at the end of your presentation.

Do not come at the last minute in the meeting room hoping to connect your own laptop or your USB key: you will NOT be able to connect it. You should go to the preview room.

DURATION OF YOUR PRESENTATION

Please respect the time allotted to your presentation.

Do not go over the time limit and remember to save time for discussion. Remember to speak directly into the microphone at a suitable speed for everybody to understand.

OFFICIAL LANGUAGE:

The official language of the Congress is English, which means that **all presentations and questions must be delivered in English.**

2. AUTHORS DISCLOSURE OF POTENTIAL CONFLICTS OF INTEREST

Except for talks from sponsors, the Scientific Committee requires that all presentations should be as free of commercial bias as possible and free of any information on commercial products or services.

POSTER PRESENTATIONS

Posters will be presented in portrait format (A0, 118,9 cm high and 84,1 cm wide) with the title, the addresses of authors, the picture of the presenting author and the scientific content (introduction, methods, results, discussion, conclusion). The poster should be printed by the participants.

Please indicate the number of your abstract to the staff in the poster room for installation.
The number of your poster will be displayed on the top of the panel.

Posters belonging to the Sessions 01 – 46 should be put up on Monday morning and the poster discussion **session takes place on Tuesday August 29th from 14.00 - 15.00 h**, when authors should be in attendance at their poster.

The posters should be removed before Tuesday August 29th 18.00 h.

Posters belonging to Sessions 47 – 96 should be put up on Wednesday morning and the poster discussion **session takes place on Wednesday August 30th from 14.00 - 15.00 h**, when authors should be in attendance at their poster.

The posters should be removed before Thursday August 31st 15.00 h.