Guidelines for Poster and Oral Communication

Every 3-page paper published in the Yellow Book - EGF 22 is presented either as a poster or as an oral communication, invited or offered. Please find below some guidelines and recommendations.

To prepare your poster

Poster format

The poster **size is A0 - 120 cm (height) x 80 cm (width), presented in portrait orientation**. Posters are permanently exposed on grid and can be fixed with clips, adhesive ribbon or small cord if perforated eyelets.

Poster structure

Your poster has to contain the following elements: Title, all author(s) and institution (positioned at the top); a brief introduction, methods, results and conclusions (positioned further down the poster).

Visual presentations, e.g. graphs, histograms and photographs, are strongly encouraged.

A photograph at the top right-hand corner of the poster would help the audience to identify the presenting author.

Each institute and organization usually has its own poster template. However, a [template for EGF 22](#) is provided. If you could at least use the EGF22 picture on your poster at the bottom left, it would give some harmony between the posters.

Remember, a poster should be attractive to grab attention and easy to read in a few minutes. The key messages to take home should be clear and not buried in too much details.

Lettering

Preferably use Arial or Calibri fonts. More generally, fonts without legs. Avoid capitalized text, which is less legible. Minimum font size guidelines (if the poster size is set to 120 x 80 on pptx) are as follows:

- Poster title: 80
- Author(s), institution, adress: 56
- Headings: 56
- Body text: 40

Poster presentation

Posters will be displayed during the whole EGF 22 conference in the Haula Magna hall according to an identification number. Find your poster number in the Conference guide. If needed, information on your poster location will be made available at the conference information desk.

Authors are requested to be present in front of their posters according to the conference programme/itinerary to answer questions regarding their poster.

To prepare your theatre presentation (invited and offered)

Software and materials support

In each presentation room, a video projector and computer will be made available for showing Power Point presentations.

We will only use PC computers (no Mac), Windows 10 and Power Point software (over Microsoft Office 2010 release), so please provide us with a file compatible with these materials.

Each institute and organization usually has its own slide template. However, a [template for EGF 22](#) is provided. If you could at least use the EGF22 picture on your slide at the bottom left, it would give some harmony between the diverse oral presentations.

For an ideal on-screen display, select slide size at 4:3 or better 16:9 screen size.

Unload your file for presentation

In order to facilitate the organization of the theatrical presentation sessions, please send your pptx presentation to Émilie Bernard (emilie.bernard@inrae.fr), before June 21. This will allow you to test and verify that everything is as you expected before the time of your oral presentation.

If you are late in sending by June 21, when registering, please bring your file as an USB stick and inform the organizers at the reception desk that you want to unload your file and test whether your presentation works satisfactorily on the computers at the conference centre. Please take care to protect against any viruses.

Duration of the communication

In plenary sessions, **invited keynote presentation**s are not allowed to last longer than 20-22 minutes, followed by an 8 to 10 minutes discussion.

The **offered, short oral communications** must be no longer than 10 minutes, followed by a 3 minutes discussion.

The **oral testimonies** (Thursday, 30) are planned as a flash for 5 minutes, with only one short question per testimony.

Chairpersons

Each session is chaired by two chairpersons who will introduce the speakers and initiate discussion. The chairperson will be asked by the Organizing Committee to strictly respect the time schedule. All the details are described in the Conference guide.

Language

Your communication must be given in English. Remember that most participants do not have English as their mother language; therefore please speak slowly and clearly.