

Conference Guidelines

Please note that all presentations must be uploaded **timely**. This helps to install all presentations on the conference laptops in each conference room. In case of changes after uploading, please make sure to bring an USB-Stick with your updated presentation.

Thank you.

All presentations will be downloaded on the 17/04/2024.

Keynotes:

- **Duration: 60 min.**
- Please send your presentation until **16/04/2024** to ellen.bentlage@uni-muenster.de

Oral Presentations:

- **Duration: 10-12 min.** followed by 3 min. discussion.
- Please upload your presentation slides to Indico latest until **16/04/2024**.

Posters:

- Duration: **1-3 min.** followed by 2 min discussion.
- Upload your poster (PDF & JPG) to Indico latest until **16/04/2024**.
- There are two options for the poster printing:
 - 1) Print your poster at home and bring it to the meeting.**
→ You must **deliver your printed poster by 18/04/2024, 09:00 EET**. You can also leave it at the registration table (poster session times will be posted on our page also via QR code on your badges).
 - 2) Send an email with your poster + abstract ID to neringa@greenprints.lt (latest 09th of April, 2024). You must pay 18€ (VAT included).** Poster size 1189x841 + bleeds min 2 mm from each side; Only vertical design; Format – PDF. **The company will print the poster and deliver it to the conference!**
- You must take your poster back from the presentation place until **19/04/2024 - 18:00 EET**.
- To receive the Poster Presentation Certificate, the presenter must be present during the poster session.
- Poster requirements:
 - Format: **Vertical** (portrait)
 - Poster size should not exceed A0 (84.1 x 118.9 cm) format. We recommend using the A1 format when creating your poster.
 - It is recommended to make your poster in PowerPoint and then save it as a PDF.
 - You may use free online poster templates:
<https://www.posterpresentations.com/free-poster-templates.html>
https://www.posternerd.com/sciposters-templates?signs_redirect
 - You should include:
 - Title (with names of authors and affiliations);
 - Introduction/Problem/Goal; Methods; Results; Conclusion; References; Acknowledgments; Contact information (you may include a QR code).
 - More information can be found on the Poster Presentation Evaluation Form (see below).

Poster-Award-For-Young-Researchers

In case you registered for the poster-award, your academic poster presentation will be evaluated for various criteria by leading scientists in the field, and the best presentation will be awarded for their excellence. Below, we provide the Poster Evaluation Form:

POSTER EVALUATION FORM											
Poster ID											
Presenter Name											
Category	Scoring Criteria	Points									
		Poor	Fair		Average			Outstanding		Truly exceptional	
Content and Organisation	<ul style="list-style-type: none"> Content is clear and consistent. Title effectively highlights the poster's subject matter. Aim of the study is stated. Introduction presents the overall topic and draws the audience into the presentation. Methods provide a clear outline of procedures that are appropriate to achieve the aim. Results are clearly described and their significance stated. Conclusions are adequately supported by the results and address the study's aim. 	1	2	3	4	5	6	7	8	9	10
Background & Theory	<ul style="list-style-type: none"> Significance of the topic is clear. The research is original/ novel. 	1	2	3	4	5	6	7	8	9	10
Poster design	<ul style="list-style-type: none"> Attractive poster design and layout. There are no spelling mistakes. 	1	2	3	4	5	6	7	8	9	10
Oral presentation	<ul style="list-style-type: none"> Presenter presents clearly and briefly. Presenter is knowledgeable about the presented material. 	1	2	3	4	5	6	7	8	9	10
										Total Score	/ 40
Comments:											

