

## Presenter Guidelines

Please note that all presentations must be uploaded **timely to Indico**. 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 5 May 2025.**

### Keynotes:

- **Duration: 45 min + 15 minutes questions.**
- Please send your presentation until **4 May 2025** to [ellen.bentlage@uni-muenster.de](mailto:ellen.bentlage@uni-muenster.de).

### Symposia:

- **Duration: 10-12 min.** followed by 3 min. discussion + **15 minutes questions** overall at the end.
- Please upload your presentation slides to Indico latest until **4 May 2025**.

### Oral Presentations:

- **Duration: 10-12 min.** followed by 3 min. discussion.
- Please upload your presentation slides to Indico latest until **4 May 2025**.

### Posters:

- No direct poster presentation is planned, however individual discussions might take place. In the final Conference Programme, you will find **two slots with each 30 minutes for the poster session. Please arrive early at the venue and stand next to your poster for these 30 minutes(!)**.
- Please upload your poster (PDF & JPG) to Indico latest until **4 May 2025**.

### Poster Printing

#### 1) Print your poster at home and bring it to the meeting.

Please deliver your printed poster until **07 May 2025, 12:00 Local Time** to the registration table.

#### 2) Print your poster at KTU Campus and bring it to the meeting (5-minute walk).

The company will print the poster. Each presenter is responsible to bring their poster from Universal Fotokopi Kampus to the registration table at the event venue until 07 May 2025, 12:00 Local Time.

Contact details:

- Name: Universal Fotokopi Kampus KTU
- Email: [universalkampus@hotmail.com](mailto:universalkampus@hotmail.com)
- Phone/WhatsApp: ++90 462 325 82 56
- Location: <https://maps.app.goo.gl/gHRKiQTWpfbiUEQ87>
- Payment is possible by Credit Card. A1 format= 500 TL (13 Euro); A0 format: 700 LR (18 Euro).

Poster requirements:

- Format: **Vertical** (portrait), poster size should not exceed A0 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](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 Upload instructions:

1. Select on the homepage <https://indico.uni-muenster.de/event/3063/> „My Contributions“
2. Select the Title of the Poster you want to upload

Universität  
Münster

PhysAgeNet & EGRAPA Conference 2025

May 7 – 9, 2025  
Trabzon, Turkey  
Europe/Berlin timezone

Enter your search term

Overview  
Scientific Program  
Call for Abstracts  
Reviewing Area  
Timetable  
Contribution List  
My Conference  
1 My Contributions  
Registration

Contact  
ellen.bentlage@uni-mue...  
sabine.steidel@uni-mue...

My Contributions

Speaker

Test Poster Upload 2

Primary author

Test Poster Upload

3. Under “Presentation materials”, click on the pencil icon „Edit materials“

Overview  
Scientific Program  
Call for Abstracts  
Reviewing Area  
Timetable  
Contribution List  
My Conference  
My Contributions  
Registra

Contact  
ellen.bentlage@uni-mue...  
sabine.steidel@uni-mue...

Test Poster Upload

Not scheduled  
20m  
Trabzon, Turkey

Poster T1 - Physical Activity ...

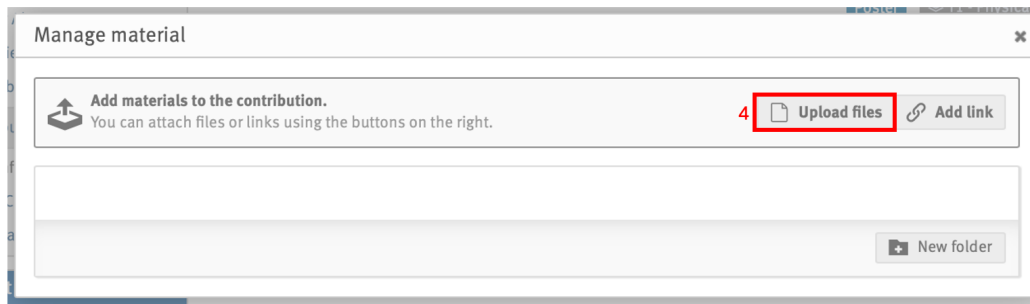
Speaker  
Sabine Steidel

Abstract content  
Willingness to change contribution t... No.

Primary author  
Sabine Steidel

Presentation materials 3

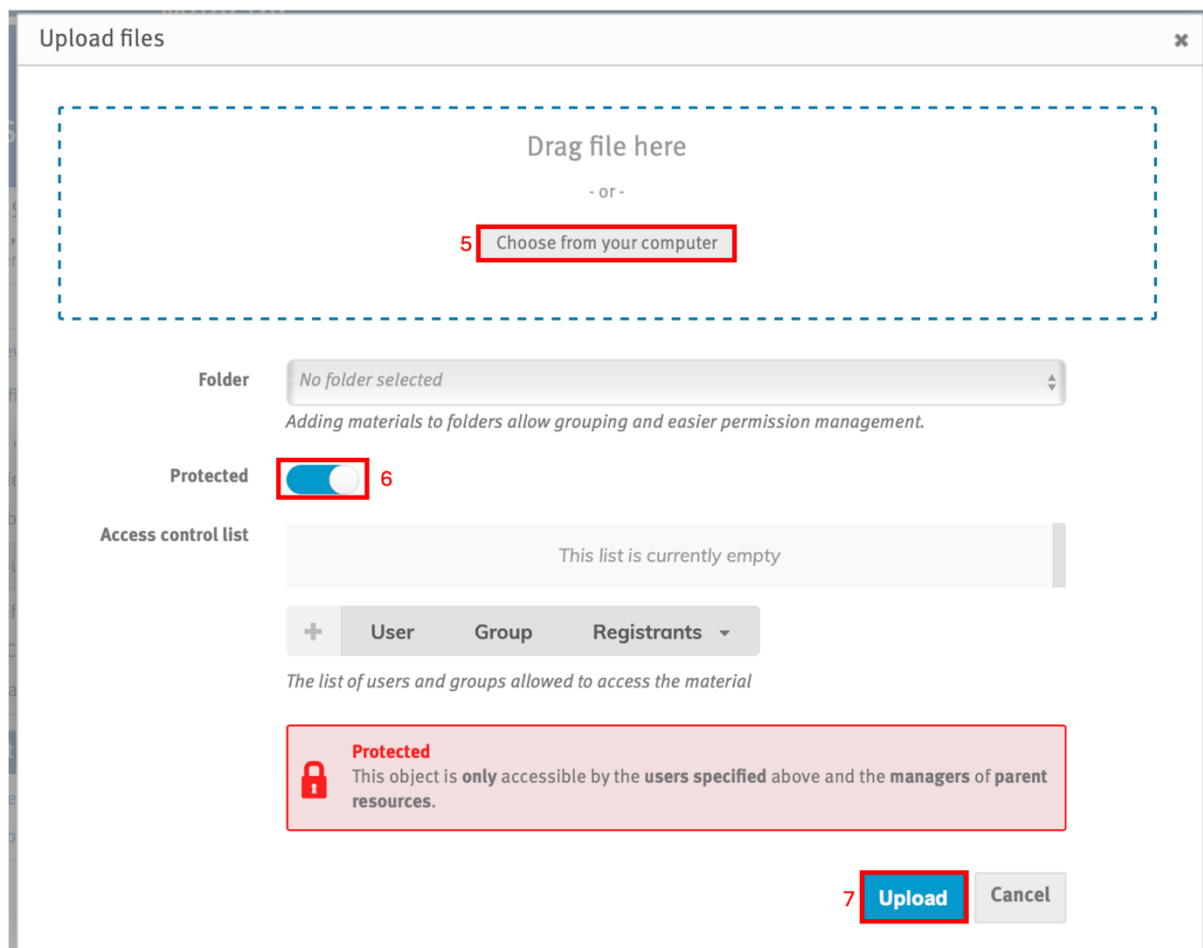
4. Click on “Upload files”



5. Choose the file of your poster (PDF or JPG) on your computer

6. Select “Protected”

7. Click “Upload”



**Poster-Award:**

Your academic poster 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"> <li><b>Content</b> is clear and consistent.</li> <li><b>Title</b> effectively highlights the poster's subject matter.</li> <li><b>Aim</b> of the study is stated.</li> <li><b>Introduction</b> presents the overall topic and draws the audience into the presentation.</li> <li><b>Methods</b> provide a clear outline of procedures that are appropriate to achieve the aim.</li> <li><b>Results</b> are clearly described and their significance stated.</li> <li><b>Conclusions</b> are adequately supported by the results and address the study's aim.</li> </ul>	1	2	3	4	5	6	7	8	9	10
Background & Theory	<ul style="list-style-type: none"> <li><b>Significance</b> of the topic is clear.</li> <li>The research is <b>original/ novel</b>.</li> </ul>	1	2	3	4	5	6	7	8	9	10
Poster design	<ul style="list-style-type: none"> <li>Attractive <b>poster design and layout</b>.</li> <li>There are no <b>spelling mistakes</b>.</li> </ul>	1	2	3	4	5	6	7	8	9	10
<b>Total Score</b>										<b>/ 30</b>	
Comments:											