

Information for Oral & Poster Presenters

Abstracts

Abstracts for ISBW8 will be included in an abstracts volume, which will be distributed to registered participants at the meeting. We will also upload a PDF file of the book on our webpage.

Oral Presentations

Oral presentations will be scheduled in **8-minute time** slots. As the time is reduced, please avoid excessive background information, detailed methodologies and acknowledgments. The 8-min talk is intended to raise interest in your work and let the audience know what your field of expertise is. This should facilitate interactions among delegates during breaks, poster sessions and workshops.

Presentations **should not exceed** the allowed time. **You do not need to allow time for questions** as those will be addressed in the discussion forum session that is scheduled after each oral session.

As presentation time is short and to keep the workshop on schedule, the **session facilitator will not introduce speakers**. *Please make sure to be ready to stand up when it is your turn to present.* Please check with the session facilitator prior to the beginning of the session to introduce yourself and to make sure that there are no changes to your session.

During the discussion forum the facilitator will make sure that questions are addressed equally among presenters in a timely manner.

A PowerPoint projector, computer, and a screen will be set up in the meeting hall. To minimise any compatibility problems, please assure that your presentation design does not exceed XGA (1024 x 768).

Additional Equipment Needs

An overhead projector, slide projector, audio system, provision of extra power outlets, extra tables, stands, etc. can be handled. Please contact us at isbw2008program@gmail.com if you require any special equipment.

Poster Presentations

Posters will be divided in two sessions, please check the ISBW8 program and take note of which session you have been assigned to. Upon arrival, you will be advised on where and when your poster should be up. Pushpins or tape will be provided to place your poster on the poster boards.

Poster space should be no more than 120 cm in width and 150 cm in height. Size requirements must be strictly adhered to so they fit within the space assigned to them. If your poster exceeds these specifications, it may be subject to removal by the organising committee.

Posters will be presented depending upon the poster session to which your presentation has been assigned. You will be expected to be available to present your poster during the designated session. Authors of posters are asked to adhere to designated set-up and tear-down instructions and times.

Oral Presentation Upload

Presentations may be submitted in PowerPoint (*.ppt) or PDF (*.pdf) format. Please use the following format to name your presentation:

isbw8-000Smith.ppt (orpdf)

All presentations will be loaded onto ISBW8 equipment by the workshop organisers. **No personal laptops will be used for presentations.**

We recommend that you bring a backup copy of your presentation with you on a USB memory stick or a CD (memory stick is highly preferred).

PowerPoint files will be displayed using Microsoft Office 2003, so make sure your files are compatible with this software version. If you use a Mac or any program other than Microsoft Office 2003 to create your presentation (including MS Office 2007), please test your presentation on a PC running Microsoft Office 2003 prior to the conference to ensure that your fonts and animations display correctly.

It is also highly recommended that you use standard fonts (Arial, Times New Roman, etc), and keep your total file size as small as possible by reducing the resolution of images.

You will be able to upload talks until 5:00pm the evening before your assigned session. You will not be allowed to submit your presentation on the same day of your assigned session.

The Speaker Ready Room will be available during ISBW8 if you would like to preview your presentation before you submit it. This room will be equipped with computers and an LCD projector. Please do not plan to make changes to your presentation in the Speaker Ready Room.