Guidelines for Oral and Poster Presentations and Moderators

Registration Information

Registration will open on the afternoon of September 18, 2023, preceding the welcome cocktail. The Secretariat staff will be available to assist you at the dedicated desk, and this will continue throughout the conference from 8:00 am onwards.

At the Secretariat desk, you will receive your conference kit and the personalised badge.

A Conference web app to check the agenda and receive _**last-minute**_ information will be soon available and downloadable from the GeoVet2023 website.

Speaker Guidelines

Oral sessions will be moderated by Chairs. Each **Senior Oral Presentation** will last 25 minutes, including 20 minutes for the presentation and 5 minutes for Q&A. **Regular Oral Presentations** will be 15 minutes in total, 12 minutes for the presentation and 3 minutes for Q&A.

All presenters will be introduced to the audience by the session Chair. You will be requested to provide a short biographical note via a specific email that will be sent to you in the coming few days.

PowerPoint Slides:

Please prepare your **PowerPoint slide presentation in landscape format** with an aspect ratio of 16:9 widescreen. Ensure that the font size is large enough to be seen clearly from the rear of the conference room.

You can download some useful graphic elements for your presentation to https://geovet2023.izs.it/wp-content/uploads/2023/07/logo-Geovet-2023.zip.

If your presentation includes videos or animations, make sure they work properly by checking them at the audio/video corner in the conference room the day before your session. Technicians will be available during the conference.

Please bring a copy of your presentation on a USB memory stick.

For Macintosh Users: For Macintosh Users: The conference room will be equipped only with Windows PC. If you have created a presentation using a Mac Computer, please check in advance that it works smoothly on Windows.

Check the final program to be sure of the date, time, and order of your presentation.

Presentation Submission:

Speakers are invited to send their presentation to **geovet23@izs.it** by **September 12, 2023**. A specific email will be sent to you with more information in the next few days. In case of any changes, bring the updated version on a USB memory stick and provide it to the technicians available at the speakers' corner, preferably the day before your session.

At the Conference:

- Arrive at your session at least 10 minutes before the session begins. Contact the moderator of your session before the start to let them know you are present in the conference room.
- Seats with easy access to the stage will be reserved in the conference room for chairs and speakers. On the day of your presentation, please ensure to choose a seat near the stage.
- There will not be a laptop in front of you on the podium, but instead a screen just below on the stage floor, where you can follow your slides. A clicker to control the PowerPoint slides will be available.

Please observe the allocated time for your presentation, considering that this includes time for changeover and introduction by the chair. Moderators will enforce the scheduled timing and may stop the presentation if you exceed it.

Poster Guidelines

The **recommended poster size is 100 cm high by 70 cm wide**. Therefore, posters should be in portrait (vertical) orientation and not landscape. Posters should be of high quality paper and high-quality printing.

You can download some useful graphic elements for your poster to https://geovet2023.izs.it/wp-content/uploads/2023/07/logo-Geovet-2023.zip.

Poster boards will be numbered; please **check your poster number** in the program. The number assigned to the poster must be placed in the upper left-hand corner of the display. A poster board number cut-out will be provided and must be visible at all times. Be sure to include the **abstract title, author and co-author(s) names, and the institution(s)** where research is underway. Place your contact information (e-mail address, phone, etc.) in the poster, preferably in the bottom-left hand corner of the poster itself or on the poster board. Please print your poster so that it **does not exceed the size of the boards**. It is recommended that you bring your self-printed poster to the conference using tubular packaging or a portfolio case. **Costs associated with creating and shipping the poster are the responsibility of the authors**.

At the Conference:

Material for mounting your poster will be available in the poster session area. The schedule for poster presentation, mounting, and dismounting will be available in the Conference program. The **designated poster presenter** (author or co-author) **must be present** at the assigned space during the designated time to discuss the work presented.

Poster presentation sessions will take place on the afternoon of Tuesday, September 19, and Wednesday, September 20. The detailed schedule will be available in the Conference program.

Presenters are requested to stand by their posters for a **3-minute oral presentation/discussion** during the poster sessions.

Specific details will be provided soon in the Conference program section.

Instructions for Moderators

Please arrive at the conference room at least **10 minutes before** the start of your session to ensure that all speakers are present before the session begins. Introduce the speakers and assist them in starting their presentations. Keep the session on schedule, provide **2-minute warnings to speakers**. If a presenter exceeds the time limit, kindly interrupt and proceed to the next presentation according to the schedule.