Platform Guidelines

Please use the following information to prepare your presentation for the PRIMO 18 symposium. There are 2 parallel session and presentations at both sessions must start and end at the stipulated time

1. Platform presentations are scheduled as 20 minutes, with 15 minutes for the presentation and 5 minutes for questions.
2. All oral presentations must be prepared using Microsoft Office Power Point compatible electronic slide presentation.
3. Presentation rooms are equipped with a computer and a computer projector. VCRs will be available only if the presenters request them at the time of abstract submission. A copy of your presentation file should be available on portable hard drive or memory stick (USB).
4. Each presenter is responsible for loading their presentation on the laptop computer in the room in which the presentation is scheduled. Please upload not LATER than one hour (1hr) prior to your presentation time within the folders provided on the desktop.

INSTRUCTIONS FOR CHAIRING ORAL SESSIONS

YOUR FUNCTIONS AS A SESSION CHAIR ARE:

1. Audio Visual. Computers will be provided. Speakers will be asked to load their presentations onto the computers not LATER than one prior to their presentation.
2. Bring or borrow a reliable wristwatch. Synchronize your watch with a reliable time signal the evening before your session.
3. There are two (2) parallel sessions and every presentation at both sessions should start and end at the same, and it is your responsibility as chair to keep this in check, so that movement across the section will be smooth.
4. Before the first speaker is scheduled to begin, introduce the session and yourself and any co-chairs or assistants, make any announcements, and state the session rules. These are generally:

   a. *Every talk is allotted a total of 20 minutes, typically 15 minutes of presentation and 5 minutes for questions.*
   b. *Every talk needs to end on time.*
   c. *If a speaker speaks for more than 15 minutes, question time will be reduced correspondingly.*
   d. *The chair will signal the speaker when 6 minutes are left (= 1 minute of speaking time) and 1 minute is left of the 20 min slot.*
   e. *If time is needed for a speaker to deal with audiovisual difficulties, this must come out of the speaker's time and not the next speaker's time.*

5. Begin these announcements so that they are finished before the first speaker is scheduled to begin.
6. Introduce the papers and maintain the schedule times listed in the Program.
7. Each paper has been given a time designation and is allotted a maximum of 20 minutes including questions. It is ESSENTIAL to adhere to the

schedule so that everyone has an equal opportunity to speak.

8. If a speaker fails to come to the session, or if a paper has been withdrawn, cancelled or is a 'no show', please DO NOT ADVANCE THE SEQUENCE OF PRESENTATIONS. Please stay on the schedule shown in the final program by filling their time with discussion/questions or take a short break. If a speaker does not stop at the end of the 20 min slot, whether in answering a question or in completing the presentation, you must interrupt the speaker and introduce the next speaker and/or begin the scheduled break. If you do not do this, you will disrupt the schedules for every subsequent speaker that day as well as those of audience members moving from session to session.

9. Question Period:
- Make sure that the speaker repeats the question if some persons in the audience did not hear it.
- If there are no questions from the audience, you should be prepared to ask a question --this means that you should read the abstracts before the meeting and have a question ready. You can access the abstracts the abstract folder or online.

Poster Guidelines

Posters are to be at designated positions by 8.00AM of the date the poster is scheduled. Presenters should attend to posters during each coffee break and during the evening poster social. The posters can be removed after 8.00PM.

Poster Size

Please make posters less than 90cm x 120cm on a **VERTICAL** display. Pushpins will be provided for the posters

Poster Presentation

Each poster is required to contain a panel listing the title of the abstract, the name(s) of the author(s), the communicating author's email address. The following guidelines may prove helpful in the preparation of your poster.

1. Use a large font size, and bullet your major points.
2. Keep the text to a minimum - posters often contain far too much text.
3. Attractive charts, tables and graphics will greatly increase the effectiveness of any poster. **Please avoid "color and contrast riots" in your posters.**
4. Illustrations and tables should be kept relatively simple to maximize legibility. Keep captions brief.
5. Lines in graphs should be heavy. Choose colors that are easily distinguishable from one another.
6. Symbols, letters and numbers should be large enough to be seen from a distance of 2 meters.
7. It is easier to read a poster if the information is arranged in vertical columns rather than horizontal strips.