EMECS 7 – Caen, France 9th to 12th May 2006

Oral papers

Oral papers are each allotted 20 mn which includes time for discussion. Speakers must adhere strictly to this schedule to allow the meeting to run smoothly. Time is to be kept as 7 sessions will be run in parallel and participants will wish to move between sessions. Speakers should take care not to encroach on either general discussion sessions or refreshment breaks.

Each lecture room will include visual aid facilities to include a digital projector and a computer with PowerPoint for Windows. Any other standard should be saved as ppt, in advance of the conference. **Speakers are required to register there talk the day before their presentation with the secretariat**, in order that their presentation be saved on the hard disk of the computer. **No presentation will be shown straight from a CD**.

In view of the size of the lecture rooms and theatres and the international nature of the conference, speakers should use self-explanatory visual material with all words in English. No map, diagram or drawing should show words in any other language. The following guidelines are given to avoid poor presentations:
1. The font should be simple, such as ARIAL. All information should be read by any person sitting at the back of the room.
2. Ideally not more than two datasets should be shown on any one slide, three curves on a graph are often difficult to distinguish.
3. Quantities and units (using the international system) should be indicated clearly on each axis of the graphs.
4. Tables are to be used sparingly with a small number of rows and lines. Long lists (of species or other) are difficult to read and should be avoided.
5. Photographs should be big enough to be interpreted and refer directly to the talk.
6. In view of the themes of the conference, detailed descriptions of methods can be omitted, except for new approaches. References are often unnecessary in oral presentation but sources of illustration should be mentioned if not own.
7. Speakers are advised to rehearse in advance of the conference and test their visuals carefully.

Posters lay out

The format for posters is A0 : 120 x 80 cm. Only one space will be available per paper.
Posters will be hung thanks to Velcro.

Characters and iconography (diagrams, photographs, drawings…) should be illegible from a distance of 2 m. Fonts should be easy to read (Arial for instance). Backgrounds should be soft toned in order to let the information stand out.

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