

General information for Contributors

1. Oral contributions

- Presentation will be 20 minutes in length, discussion time included. (if 30 minutes is required please notify us.)
- The official symposium language will be **English**; no simultaneous translation will be available.
- The lecture hall will be equipped with computer presentation (PC with PowerPoint + projector) facilities.
- When preparing your slides, remember the dictum “less is more”, do not overload your slides with secondary information.
- To obtain clear slides, consider the differences between the size of your office and that of the auditorium. The attendants sitting on the last row also have the right to read the contents of your slides without any problem. Test your slides on readability.
- ***Meet the chairman 20 minutes prior to the beginning of your session, and give the technician your presentation on CD-R or USB stick. Do not use 3 1/2 ” diskettes. Do not send us your presentation in advance by e-mail. Check briefly if your presentation works well. ALWAYS BRING A BACK UP OF YOUR POWERPOINT PRESENTATION ON EITHER CD-R OR USB STICK!!***
- Acquaint yourself to the microphone and pointer.

2. Poster presentations

- We have to emphasize that oral contribution and poster presentations are equally important. When a poster has been attributed, this does not at all mean that the work is considered second class.
- Each poster-paper author will be provided with a poster board, about 1m wide x 2.4 m high. The paper number will be indicated in an upper corner of the board.
- Your poster should have the format A0 in portrait mode (84 cm wide and 119 cm high)
- Adhesive tape will be provided. The author must bring everything else.
- Poster must be prepared in advance: supplies for this purpose will not be available.
- Authors are responsible for mounting their material at the beginning of the symposium.
- One of the authors should be at the poster for information and discussion during the time allowed for that particular poster session.
- All posters will, in principle, be on display during the entire Symposium. The number of posters that can be accommodated is limited. If the number of submitted poster abstracts exceeds this limit, the necessary changes will be made in the poster-presentation program.
- Remember that you are selling something important: your own work. You want to attract and hold the attention of the passer-by. Make a mock-up of your display, with typing and printing the size you intend to use. Mount it, back away about two meters and see what impression it makes. Is it easy to read from a distance of one meter?
- Each poster must have a heading, giving the title and the author's name and affiliation. The contents should be displayed in a logical sequence: introduction, results, discussion and conclusion.

- Materials will have to be read by attendees from a distance of one meter or more. Therefore large, bold lettering is advised. Be sure that chromatograms and other illustrations have a strong contrast and are legible.
- Adding some color will enhance the effectiveness of a poster presentation. However, the presentation needs not to be “arty”. Easy of reading and good organization are more important than artistic flair.
- Authors may want to provide sign-up sheets for messages, such as names of attendees who would like additional information or reprints.