Guidelines for preparing <u>Poster flash talk</u> presentations

1. During the plenary sessions, you will have the opportunity to show one slide to focus attention on the topic of your poster. All poster presenters, except for those who are scheduled for a Poster Spotlight, are kindly requested to prepare and present a Poster flash talk. Poster flash talks of sessions 1 - 3 are scheduled on Monday 12 September; poster flash talks of sessions 4 - 6 are scheduled on Wednesday 14 September. Check the programme to see the exact timing.

2. Poster flash talks are meant to be a VERY SHORT (**<u>1 minute MAX, ONLY 1 slide</u>**) presentation of posters. The author should focus only on the main aim of the research and only mention the key findings. The purpose of the flash talk is to stimulate the audience to view the poster and to discuss the research with the author during the breaks or poster social in the exhibition area, where the poster is displayed for the full conference.

3. ONLY HIGHLIGHT THE MAJOR FINDINGS OF YOUR WORK. More detailed information can be provided orally during the poster session. The Poster flash talk should stimulate people to visit your poster.

A few guidelines to keep in mind when preparing your flash talk:

1. Presentations should be prepared for use with Microsoft PowerPoint 2010 in a Windows compatible format; **there will not be any MAC equipment** available. If made in another programme or in an earlier PowerPoint version, please make sure that it is compatible with PowerPoint 2010.

2. The preferred Power-Point format would be **.ppt** and not .pptx

3. Prepare your slide (**<u>only ONE slide allowed!</u>**) to communicate key findings, not details. If attendees want details, let them ask you during the poster session in the exhibition area. 'Questions and Answers' time right after the poster flash talk will not be provided.

4. Make sure you clearly announce the number of the poster board where your poster is displayed.

5. Excessive use of organisation logos / advertisements is not allowed.

6. Review your presentation slide on a different machine from which it was originally prepared to ensure everything works properly.

7. **Take your presentation on a USB flash drive to the meeting**.

At the meeting:

1. You have **1 minute to present your work.** The chairpersons are instructed to require all speakers to adhere to this limit. Do not use more than 1 slide!

2. Do not spend time to acknowledge all co-workers, institutes etc. This information is shown on your poster. Focus on your message to attract people to view your poster during the breaks or poster socials.

3. Arrive at least 20 minutes prior to the beginning of the session wherein your flash talk is scheduled. Bring your presentation on a USB flash drive to upload it on the computer before the session starts. A student volunteer and session chairs will be available to assist you. Please take this opportunity also to introduce yourself to the chairperson.

4. The electronic projection equipment in the plenary room will include a laptop equipped with Windows 7 and PowerPoint 2010.

5. All meeting rooms have wifi connection.

6. Should last-minute circumstances prevent you from making your presentation, please notify [SETAC](#) as soon as possible!