



## Instructions for oral and poster presentations

The organisers of the EGF2021 Symposium are looking forward to the conference and your contributions. We would like to provide you with some information to make the conference a positive experience for all of us and to avoid technical problems as much as possible. To this end, please consider the following points.

### 1. TECHNICAL REQUIREMENTS AND COPYRIGHT NOTICE

#### Technical requirements

EGF2021 Symposium will take place online using ZOOM software. To connect, you should either download and install ZOOM or alternatively open the connection in your web-browser. Should you use a mobile device, make sure to have the ZOOM App installed beforehand.

A minimum recommended internet connection bandwidth is 5 Mbps / 2 Mbps (you can test your internet connection using e.g. a test site <https://fast.com/>).

EGF2021 organisers will offer an opportunity to test your sound, video and presentation or poster sharing in advance. **The test will take place on Wednesday, 12 May 2021 from 10:00 – 12:00 CET.**

Link to the test site:

<https://blinc-eu-org.zoom.us/j/99942233370?pwd=eIZGOEQyaTY2eUVkaXNPSFcwaStLQT09>

It is strongly recommended that you test the system before the conference!

#### Copyright notice

Please pay attention to copyright issues, in particular if using photos or illustrations in your presentations and posters. Breach of copyright can have serious consequences, ranging from being forced to remove your presentation from conference programme to financial penalties and reputational damage. Authors are solely responsible for their personal compliance to copyright, particularly regarding plagiarism, academic integrity and correct referencing.

If you have any questions, please contact: [egf2021@uni-kassel.de](mailto:egf2021@uni-kassel.de)

### 2. ORAL PRESENTATION GUIDELINES

#### Format and transmission of presentation files

Acceptable file formats are either PPT/PPTX (i.e. PowerPoint presentations) or PDF. **16:9 aspect ratio** shall be used. Illustrations and photos should have the minimum resolution of 300 DPI. The maximum file size is 10 MB.

All presentations shall be sent to the organisers ([egf2021@uni-kassel.de](mailto:egf2021@uni-kassel.de)) not later than **Wednesday, 12 May 2021**. During the conference the presentations will be displayed and controlled by the presenting author using screen sharing function. However, the transfer of presentation files to EGF2021 organisers is needed to back up your presentation in case of any technical problems.

In addition, we kindly ask you to send a few information about your current position and affiliation, as well as about your expertise. This will be needed by the chairperson to introduce the speakers.

#### Duration of the presentations

Short oral presentations for plenary sessions must be no longer than 15 minutes. They will be followed by 3 minutes discussion.

Invited and keynote presentations must be no longer than 20 minutes and will be followed by 10 minutes discussion.

## Language and organisation

The official language of the conference is English; therefore, all slides shall be in English and the presentations are to be given in English. Remember that most conference delegates are not native English speakers, therefore it is important to speak slowly and clearly.

Each session will have a chairperson who will introduce the speakers and lead the discussion. The chairperson will also ensure that the presenters strictly adhere to the time limit. It is better to prepare a 14-minute presentation and have one more minute for the discussion than to risk being unable to present the conclusion slide.

## 3. POSTER PRESENTATION GUIDELINES

### Format and transmission of poster presentation files

Posters will be displayed and accessible at any time during the conference in a virtual poster exhibition gallery. Each poster presenter will be given a separate virtual room for the poster sessions. Conference participants will visit the rooms of poster presenters they are interested in, and will have a chance to ask questions and discuss with the author. Therefore, presenters are expected to be present in their online rooms during the allocated poster session and share their poster on the screen during the session.

The poster format is a static, single-page PDF document. The maximum permissible file size is 10 MB. Please consider that most attendees will be reading your poster from a screen. Although a zoom-in option will be available in the poster gallery, still consider using a large enough font (e.g. at page size of A4, 12 pt minimum) and prefer web-friendly colours.

Create your single-page poster presentation in PowerPoint or Keynote using a vertical (portrait layout). Illustrations and photos should have the minimum resolution of 300 DPI. Upon completion of your poster to create a PDF file, please go to the File menu and select Export, then "Export to PDF" or "Create PDF Document".

All PDF posters shall be sent to the organisers ([egf2021@uni-kassel.de](mailto:egf2021@uni-kassel.de)) in advance to the conference, not later than **Wednesday, 12 May 2021**. It is important to keep this deadline to give enough time for organizers to prepare the poster gallery and online rooms for the poster presentations.

### Poster language and structure

The poster must be prepared in English and must contain the following elements:

- Title (positioned at the top)
- Author(s) and institution (underneath title)
- The research question
- Some conclusions, respectively the 'Take home message'

In addition, we recommend the following sub-titles:

- Materials and methods
- Results

Make sure your message is clear and simple: Focus on the single, fundamental concept you want to communicate. Minimise the amount of text. The use of graphs, images, photographs and other figures is strongly encouraged.

### Poster prize

Prize for the best poster will be provided. The winner will be selected based on the voting results of conference participants. Each conference participant will be given 3 votes to assign them to three best posters of his/her choice. The poster receiving most of the votes will receive the best poster award.