



## LCA Platform Presentations

### GENERAL RULES

- You **MUST** be registered for the meeting in order to make a presentation.
- An invitation to present a paper does **NOT** mean that SETAC Europe will provide financial support.
- Electronic PowerPoint presentations are the **ONLY** accepted medium for the platform presentations. The computers in the conference center will have the Office 2007 version. Computers in the session rooms will have **NO** internet connection.
- Traditional slide projectors / overhead projectors will **NOT** be available during the platform sessions.
- Please contact your session chair directly if you have questions about your presentation.

### PREPARATIONS

- Lettering and numbering on your PowerPoint electronic presentation (e-presentation) must be readable from the back of the room. Text should not exceed 8 lines.
- An effort should be made to reduce clutter on PowerPoint slides.
- Graphs are best used to convey trends, comparisons, and relationships.
- Do not list strings of non-significant numbers. Tables are best used when precise numbers must be presented.
- Use horizontal position (landscape) for all PowerPoint slides.
- Pre-meeting rehearsal by presenters is a must to ensure that speakers finish within the allotted time and the take home message of the presentation is clear.
- Presentations must be sent by e-mail preferably **before 23.59 hours (Brussels time, CET) 18 January 2010** at [jedrzej.kasprzak@put.poznan.pl](mailto:jedrzej.kasprzak@put.poznan.pl) . You should also upload any movie or audio files that you want associated with the presentation.
- Preferably upload your presentation well before the meeting.
- As a backup, bring your PowerPoint presentation on a memory stick to the meeting.

### AT THE MEETING

- Be in the session room 15 minutes before the beginning of your session and introduce yourself to the Session Chair. Provide appropriate, concise biographical information to him/her for your introduction.
- **Stay on schedule.** You have been allotted 12 minutes for your presentation and 5 minutes for final questions and answers. The Session Chair has been instructed to require all speakers to adhere to this limit. A general rule for the amount of slides to be presented is one per minute available presentation time.

**If you cannot attend the meeting or must withdraw your platform presentation, you must contact the SETAC Europe office immediately by sending an e-mail to [barbara.koelman@setac.org](mailto:barbara.koelman@setac.org).**

**You may not be allowed to present at the next meeting if you cancel without reason or are a no-show.**