



INSTRUCTIONS FOR AUTHORS and INVITED Speakers (updated April 29th, 2022)

Dear Participants,

If you are presenting an ORAL communication, please find below the instructions.

Invited speakers also have a note below as well as for the **chairperson for each session**.

Regarding **POSTER PRESENTATION guidelines**, please **take note**:

1. Posters need to be put up early in the morning, at the beginning of each meeting day.
2. Posters need to be removed by the end of each meeting day.
3. Posters must have **A0 format (84,1 x 118,9 cm)** on a VERTICAL display - we can provide **push pins**.
4. Poster printing - If you wish to print here your poster (in paper or canvas) you can go to [STAPLES FARO](#) or [Multicópias](#).

As you make final preparations for your **ORAL communication** please **keep in mind the following guidelines**:

1. All presentations must be in English.
2. Each presentation is scheduled as **10-12-minute presentations** with 5-3 minutes for questions. **Remember to check regularly the website, because updates in the programme may occur.**
3. All oral presentations will be given as **Microsoft Office Power Point** slide presentation.
4. **Each presenting author is responsible for sending their presentation to the meeting Secretariat until MAY 2nd, using this email: comunic.appesepex@gmail.com**



INSTRUCTIONS FOR CHAIRS & INVITED Speakers

INSTRUCTIONS FOR CHAIRING ORAL SESSIONS

Your functions as a Session Chair are:

1. Check w/ the convener prior to the meeting for potential changes to your session (due to any last-minute cancellations). Stop by the registration desk about 20 minutes before your session begins to learn of any last-minute cancellations, changes in the schedule or announcements that should be made to the audience at your session.
2. Before the first speaker is scheduled to begin, introduce the session, introduce yourself, make any announcements, and state the session rules. These are generally:
 - Every communication is allotted a total of 15 minutes: **10-12 minutes of presentation and 5-3 minutes for questions.**
 - **All communications need to end on time.**
 - If a speaker speaks for more than 12 minutes, question time will be reduced correspondingly.
 - The chair will signal the speaker when 6 minutes are left (= 1 minute of speaking time) and 1 minute is left of the 15-minute slot.
 - If time is needed for a speaker to deal with audio-visual difficulties, this must come out of the speaker's time and not the next speaker's time.
 - Begin these announcements so that they are finished before the first speaker is scheduled to begin.
3. Introduce the communication and maintain the schedule times listed in the programme.
4. If a speaker fails to come to the session, or if a communication has been withdrawn, cancelled or is a 'no show', DO ADVANCE THE SEQUENCE OF COMMUNICATIONS.
5. If a speaker does not stop at the end of the 15-minute slot, whether in answering a question or in completing the presentation, you may interrupt the speaker.
6. Question Period:
 - Make sure that the questions from the audience are answered in the right sequence, but **never** allow discussion.
 - If there are no questions from the audience, you should be prepared to ask a question - **this means that you should read the abstracts before the meeting and have a question ready.**



Instructions for **INVITED SPEAKERS**

Each speaker should prepare **40 minutes communication (maximum)**, allowing, at least, **15 minutes for questions** and discussion. The **total time** scheduled for the plenary talks is **1 hour**.