



Oral Presentation

The time allotted for each presentation is 12 minutes. There will be 3 additional minutes for discussion. The Q&A will be made at the end of the session, after all presentations.

Session chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to schedule.

Acceptable formats for Presentations: **Microsoft PowerPoint or Acrobat PDF.**

The presentations must be sent by wetransfer (<https://wetransfer.com/>) to submissions@minwatportugal2017.org until the day before your presentation and brought on a USB storage device as a backup.

- Graphics must be well designed, simple and legible to everyone in the audience.
- Use as few graphics as possible for the time allotted. As a general rule, use one graphic for each 1 or 2 minutes of presentation time.
- It is helpful to step 8-10 feet back from your computer screen and make sure your slides are legible. Avoid using small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.
- Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.
- Avoid long or complicated formulas or equations. Each graphic should remain on the screen for at least 20 seconds.
- Use the minimum number of words possible in titles, subtitles, and captions. Standard abbreviations are acceptable.
- Use bold characters instead of fancy fonts.
- Table preparation: Use not more than three or four vertical columns or more than six or eight horizontal rows. Information is hard to read with more columns or rows. Avoid vertical or horizontal rules as they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.
- Graph preparation: Avoid more than two curves on one diagram; a maximum of three or four curves may be shown, but only if well separated. Label each curve; Avoid symbols and legends. Avoid data points unless scatter is important.
- Coloured graphs are very effective. Colours add attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. Contrasting colour schemes are easier to see.
- Examine every graphic and view each under adverse light conditions before presenting at a meeting. It is not often possible to provide excellent lighting at meetings.
- An introductory and a concluding graphic can greatly improve the focus of your talk.



Poster Presentation

The dimensions of the useable work area of the Poster boards are **135 cm high by 90 cm wide. (A0 format is the most indicated; B0 format will not fit in the board)**

- Posters will be on display for one full day and the authors are invited to be present at least during sessions' breaks.
- The presentation must cover the material as cited in the paper.
- Place the title of your paper and your paper number prominently at the top of the poster to allow viewers to identify your paper. Indicate 1) the **abstract's number**, 2) **title**, and 3) **authors' names**.
- Highlight the authors' names, e-mails, and address information in case the viewer is interested in contacting you for more information.
- Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even colour.
- Organize the paper on the poster so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.
- Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.
- Please do not laminate your poster to ensure that it can be recycled.