



5th Meeting of the International Phytoplastomologist Working Group

Sultanate of Oman - Muscat, 21-25 May 2023

GUIDELINES FOR ABSTRACT PRESENTATION

All the accepted abstracts will be orally presented during the assigned session of the meeting.

Posters must be printed by the delegates following the rules below, and they will also be shortly presented as oral during the assigned session. Delegates who like to prepare also a printed poster of their oral presentation (short or extended oral) must e-mail to: ipwg2007@gmail.com before April 30th, 2023 to inform the organizers.

The time of the abstract presentations is assigned as follows:

Extended oral 20 minutes (indicatively **16 minutes for the presentation** and 4 minutes for setup and discussion)

Short oral 15 minutes (indicatively **12 minutes for the presentation** and 3 minutes for setup and discussion)

Poster 5 minutes (indicatively **3 minutes for the presentation** and 2 minutes for setup and one question)

GENERAL INSTRUCTIONS FOR ALL THE SPEAKERS

- The presentation language is **English**.
- **It is highly recommended to send the file of your presentation by e-mail to: ipwg2007@gmail.com before May 10th, 2023.** If this is not possible, you must give the file to the technician at the meeting with an USB flash drive the day before the assigned session (or at the welcome reception for sessions scheduled on May 22nd). In case you sent the presentation by e-mail, please bring a copy on a storage device as backup.
- The presentation file should be named as: **IPWG2023_<Assigned session [short name]>_<Presenter surname>**
For example: **IPWG2023_Worldwide_Bové.pptx** (If you have more than one presentation during the same session, kindly name the files clearly to avoid any on-site misunderstandings).
- Meeting organizers will load all the presentations on the computer that is used in the conference room. **Presenters will NOT be allowed to use their own laptops.**

INSTRUCTIONS FOR ORAL PRESENTATIONS

- **Microsoft PowerPoint 2016** for MS Windows (*.ppt or .pptx) will be used for presentations.
- Presentations should have an **aspect ratio of 16:9 (wide screen)**.
- Only fonts included in the basic installation of MS-Windows 10 (English version) will be available; some examples of the most common fonts are: Arial, Calibri, Cambria, Times New Roman, Verdana. The use of fonts not included in Windows 10 can cause the wrong formatting of your presentation.
- Apple computers will NOT be available; if you are using a Macintosh system, please test your presentation on a computer running Microsoft Windows.

INSTRUCTIONS FOR POSTERS

- The maximum size of your poster should be 90 cm (width) x 120 cm (height), portrait style. We recommend that you use the **A0 format**.
- All presenters are responsible for mounting and removing their own posters. Mounting material will be provided by the congress staff in the poster area.
- **All the posters will be also orally presented during the assigned session;** these presentations follow the same rules of the oral presentations that you find above, but they must have a **maximum of 4 slides**.

