



4th Meeting of the International Phytoplasmologist Working Group

VALENCIA, SPAIN • SEPTEMBER 8-12, 2019

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.

Abstract presentations have been assigned as follows:

Extended oral 18 minutes (indicatively 15 minutes for the presentation and 3 minutes for setup and discussion).

Short oral 12 minutes (indicatively 10 minutes for the presentation and 2 minutes for setup and discussion).

Poster 4 minutes (indicatively 3 minutes for the presentation and 1 minute for setup and one question).

GENERAL INSTRUCTIONS FOR SPEAKERS

- The presentation language is English.
- Please submit your presentation by e-mail to ipwg2007@gmail.com before September 3, or with an USB flash drive at the meeting during the welcome reception (September 8, 2019) or the day before the assigned session. In case you sent the presentation by e-mail, please bring a copy of it on a storage device as backup.
- The file containing the presentation should be named with the assigned session [short name] followed by the Surname of the presenter, e.g. **IPWG2019_Worldwide_Bové**. In the event that you have more than one presentation during the same session, kindly name them clearly to avoid any on-site misunderstandings.
- Meeting organizers will load all presentations on the computer 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. Apple computers will NOT be available so if you are using a Macintosh please test your presentation on a computer running Windows.
- Presentations can be in 4:3 or 16:9 aspect ratio.
- 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.

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;** the presentations follow the same rules of the oral presentations that you find above, but they must have a **maximum of 3 slides**.

