

# Origins5 | Cairo, 13-18 April 2014

## Author Guidelines for Oral Presentations

Oral presentations are organized in different oral sessions scheduled in one place (Institut Français d'Égypte (IFE), beside IFAO) given in the programme together with the time of presentation of each session including discussion.

**Please note that the duration given to your oral presentation (25 min.) includes questions and a short discussion**, e.g. a 25 min. talk should be 20 min. actual presentation + 5 min. discussion. Additional discussion will be dedicated at the end of the session.

- The oral presentations are not organized centrally. Therefore, the authors are kindly asked to upload their presentations directly to the organizers within 30 minutes preceding the actual time block of the session starts. A lecture room assistant will be available for any help.
- All visual presentations are by **Power Point only**. We are unable to accommodate slide presentations. Please bring your presentation on a flash drive or CD. It will not be possible to connect individual computers to the AV system.
- The screen in the lecture hall is small; therefore, it is important that you maximize the size of the main images in your presentation and minimize the border and background area. Please limit animations to only those necessary.

## Author Guidelines for Poster Presentations

Poster presentations are organized in poster sessions, and poster sessions belonging thematically to the same overall topic are organized in poster areas (in IFAO main hall). Each session is scheduled on a specific day with a specific time. Thereby, each session has a "Display Time" (determining the actual date of display) as well as an "Authors in Attendance Time" (determining the actual time of presentation).

***Please do not send posters to the Organisers ahead of the conference. It will not be possible to print posters at the conference venue. Posters must be prepared in advance and brought to registration desk.*** Participants are requested to follow these basic guidelines when preparing their poster:

### Display Time

The number of each poster paper and of its corresponding poster board is given in the appropriate session programme.

The general display time in the IFAO hall is from **09:00–20:00** in the IFE and IFAO halls. Authors are kindly asked to put up their posters on the day where the specific poster session is scheduled as soon as possible (08:30-9:00, but **not in the evening before the scheduled display day**) in order to enable the conference participants to view their posters at any time within the display day, and to take them down between 19:00. After this time the remaining posters will be taken down by the conference staff.

## **Authors in Attendance Time**

The Authors in Attendance Time is the time when the respective authors of a poster session must be available at their display for presentation.

Materials for hanging posters will be available.

Authors should be available to answer questions on their posters during break periods. Please, contact the conference organisers to have a speaking slot. It is the responsibility of individual participants to retrieve their posters at the end of the conference. The Organising Committee cannot be held responsible for any damage that may occur to posters while exhibited. Participants will have the opportunity to write-up their poster presentation for inclusion in the conference proceedings.

## **Poster Preparation**

- Poster dimensions must not exceed 841 x 1189 cm (A0 size), displayed in portrait format.
- All posters must be written in French or in English.
- Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate the title and the author(s) names of your paper. Highlight the author's name and address information, in case the viewer is interested in contacting him/her for more information.
- Organize the poster so that it is clear, orderly, and self explanatory. You have complete freedom. The presentation must cover the same material as the abstract. Label different elements as 1, 2, 3, or A, B, C. This will make it easier for a viewer to follow your display.
- The characters in the banner must be at least 2 cm high (80 pt font). Print size for all other letters must not be smaller than 1 cm (36 pt font).
- Font size and style should be consistent throughout. Body text is easiest to read in a font such as Times New Roman, Arial or Helvetica. Blocks of text must be kept to the same width. Captions to diagrams, graphics and illustrations should be written horizontally for ease of reading.
- All text, images and illustrations must be bold enough to be read from a distance of 1 metre. Use creativity by using different font sizes and styles, perhaps even colour and double-space all text. Use different colours or textures for each line or bars contained in your graph or chart.
- Images must not be smaller than 12 x 18 cm.
- Abstracts should not be included on posters; these will be circulated in the conference booklet available to all participants at the start of the conference. Include the background of your research, followed by results and conclusions. A successful poster presentation depends on how well you convey the information to an interested audience.