



11<sup>th</sup> International Conference  
on Toxic Cyanobacteria  
Kraków, Poland - from 5 to 10 May, 2019



The Organizing Committee of the **11th International Conference on Toxic Cyanobacteria** provides a guideline for authors to help authors with their presentations. **Please take a few minutes to read the following guideline for the smooth running of the sessions.**

## ORAL COMMUNICATIONS

We kindly ask you to keep the time limit. It means that your oral presentation should not exceed 12 minutes. Minimum 3 minutes should be saved for discussion!

Please remember that the font used on your presentation should not be smaller than 20 pt.

### Depositing of file:

A speakers' **preview room** will be located on the ground floor of **Auditorium Maximum** (follow signs on site) to coordinate the overall running of the conference sessions and to assist speakers with any requests. All speakers are requested to use the **PREVIEW ROOM** to provide **his/her PowerPoint presentation in advance**, that will be transferred to the conference room on time. Speakers will not have access to the projection rooms or the possibility of connecting their own laptop.

Your file must be handed over to the staff of the **PREVIEW ROOM**, as far in advance as possible and at least one hour **BEFORE** the beginning of your session.

In the **PREVIEW ROOM**, you will be assisted by a technician, who will help you to transfer your presentation to the internal network. You will also be able to review your presentation and to verify that it has been transferred correctly to the network. All presentations will be considered as confidential by our staff and removed from the system at the end of the conference.

The opening hours of the PREVIEW ROOM:

Sunday 5 May 2019: 16:00 - 18:00

Monday 6 May 2019: 08:00 - 18:00

Tuesday 7 May 2019: 08:00 - 16:00

Wednesday 8 May 2019: 08:00 - 18:00

Thursday 9 May 2019: 08:00 - 12:00

Friday 10 May 2019: 08:00 - 14:00

### Presentation:

**Official Language:** all presentations and questions must be delivered in ENGLISH.

**Format of Presentation:** Only Presentations for PC's (Windows latest versions) will be accepted.

Your presentation should be saved in the .pdf or .pptx format only (PowerPoint for Office 365, PowerPoint 2019, PowerPoint 2016, PowerPoint 2013, PowerPoint 2010, PowerPoint 2007). Other formats will not be accepted. The PC on the lectern is programmed in **16:9** and is linked to a video-projector.

## POSTER PRESENTATIONS:

**Poster exhibition** will take place in the **Exhibition room** on the second level of **Auditorium Maximum**.

The posters will be discussed in front of the poster board during the dedicated session slots.

The authors are kindly asked to hang their posters one-two days before the appropriate session.

Posters should be displayed as follows:

Poster session No 1 – from Monday morning to Tuesday evening

Poster session No 2 – from Wednesday morning to Friday afternoon

In the dedicated session slot, the presenting author must be available next to his/her dedicated panel to present and discuss the poster.

**Poster dimension and format:** the maximal size must not exceed 130 cm in height and 90 cm in width

**Language:** posters must be written in **ENGLISH**

**Content:** each poster should contain: title, full names and affiliation of contributing authors.

**Materials:** suitable fixing materials will be provided by the Conference organizers. There will be a poster helpdesk close to the poster area, where staff will be happy to assist you.