These Guidelines are intended to make the process of presenting easier and more enjoyable for you as presenters, and more interesting and stimulating for your audience.

Notes for Speakers

- We are asking all presenters to bring a copy of their presentations with them on a data stick. The data stick must only contain your presentation, and it should mention the name of the session and your family name in the title. Please, bring a second data stick, just in case you encounter technical issues with the other one.

- It will not be possible to connect your own laptop to the video projectors of the conference rooms we will be using.

- There will be centralized location with computers staffed by volunteers who will copy your files prior to your presentation.

- For speakers that will talk on Tuesday morning: in addition to bringing a copy with you (pdf version), please send in advance your presentation to sfecologie2018@sciencesconf.org. For the other speakers: please bring your presentation at the latest half a day before your session takes place. We cannot guarantee your talk if you are not doing that.

- There will be facilities to upload and preview your pdf presentation.

- We strongly recommend that your presentation be converted to pdf format. We will NOT have Apple computers available, so Mac-to-Windows formatting difficulties with PowerPoint presentations are best to be avoided.

- Please keep in mind that for a large percentage of their audience, the language of the presentation is a foreign one. Speak slowly and clearly.
- Speakers should avoid acronyms and jargon.
- Your talk should last 12 minutes, maximum. The session chair will stop you after 12 min. After your talk, a 3 min-discussion with the audience will be possible before the next talk.

Some additional suggestions

a) Fonts of your presentation:

- Stick to widely used fonts such Arial, Calibri, Verdana. Very important: do not use non-standard fonts, as it is very likely that they will not be available from our computers.
- Please do not use more than three different fonts in your presentation; do not use small font sizes (no fonts < 16 points should be used)

b) Be consistent with the design, colors, and layout of your slides.

c) Keep charts, graphs etc... simple and precise, and use simple colors whose contrast with the background of the slide will ensure maximal readability.

d) We highly recommend the use of the pdf format, and suggest that special effects should not be employed. If your presentation includes video clips, please review it on a different machine from which it was originally prepared to ensure proper running.

Posters

- The poster should be printed in A0 format (L: 841 mm, H: 1189 mm).
- You may wish to produce a handout to accompany your poster.
- Poster sessions are planned for after the coffee break on Tuesday, with a second poster session planned for Wednesday (also after the coffee break).
- For the first poster session (Tuesday), posters can be displayed from Monday evening (October 22nd) to Wednesday (24th) morning. For the second poster

session (Wednesday), posters will be displayed from Wednesday (24th) morning to Thursday (25th) afternoon.

- We are currently numbering the sessions and posters, and you will soon be informed to which session you have been assigned.