

Dear Second Annual Meeting of COST INTEGRAPE participants and presenter,

Few days to go and it is high time for preparation of your contributions.

## **Oral presentation**

Please bring your presentation to the venue on a USB key.

The conference session room will be equipped with a microphone, laser pointer, screen and projector with a laptop PC (not Mac).

### Instructions for presenters:

1. Please prepare your presentation in **Power Point program – 2013 and above**
2. Please take steps to compress your videos. We can only accept movies created as MPGs, WMVs, or with the following AVI codecs: H.264, MPEG-4 (Divx, Xvid, or WMVs).
3. Bring a copy of your presentation with you on an USB.
4. Use of individual PC laptops is not permitted.
5. Please arrive at your session meeting room at least 10 minutes before the start of your session. Take time to familiarize yourself with the setup at the lectern, and ask questions to the technician (if any).

## **Poster**

All posters will be presented on special screen through the entire time of the meeting. You **do not need printed version** of your posters.

### Instructions for poster preparation:

1. Please prepare your one page poster in **Power Point program – 2013 and above**
2. In the menu select **Design/Slide size/Wide screen (16:9)**
3. Prepare your data in this horizontal format
4. Poster can be text and picture/graph only, video inserts will not be accepted.
5. You have to send your presentation in advance to [marina.dermastia@nib.si](mailto:marina.dermastia@nib.si) for your presentation to be prepared for viewing. **Deadline for submission is Sunday, March 1, 2020 at 5 p.m.**

We would like to thank you for your participation and look forward to welcoming you to Ljubljana very soon.

The president of the Organizing Committee

Marina Dermastia