

CONFERENCE PRESENTATION GUIDELINES – IFDA'2019

The final scientific program including all oral and poster presentations is available on the 8th International Conferences on Fog, Fog Collection and Dew website (<https://www.fogdew2019.org/>)

Guidelines for Oral presentations

To ensure a smooth flow of the sessions, please be in the conference room well before the start of your talk and importantly stay within your allocated speaking time as session chairs are instructed to keep the sessions on time.

- All talks will take place in the Shih-Liang Chien Lecture Hall.
- Please check the conference program and make sure you know the correct time of your talk.
- **Speakers for the Monday AM plenary session should upload their presentations on the conference room computer between 8:00-8:45 on Monday morning. Bring your presentations on a USB key. A staff member will be there to help.**
- **Speakers for the Monday PM to Friday sessions should upload their presentations on the conference room computer at least 3 hours before the start of their session. For the early morning sessions, please upload your presentations after the last session of the day before.**
- Naming convention for uploaded file: Session N°_Presenter Last Name and First Name. Example: Session1_Smith_John
- **Note that speakers will not connect their personal laptops to the projector.**
- Acceptable format for presentations: PowerPoint (.pptx) or Adobe Acrobat (.pdf)
- When reviewing your presentation, make sure all fonts, images, and animations appear as expected and that all audio or video clips are working properly.
- We suggest using fonts no smaller than 20 pts due to the size of the meeting room and legibility of the slides.
- Standard presentation aspect ratio (width/height) to be used is 4/3 or 16/9.
- Length of talks: selected presentations are 30 minutes (20 mn talk + 9 mn for questions and discussion + 1 min for transition), and contributed presentations are 15 minutes (12 mn talk + 2 mn for questions and discussion + 1 min for transition). Please make sure that you do not exceed the time allocated to you. The time limit will be strictly enforced by the session chairs to keep the program on schedule.
- The conference organizers would like to make all presentations available online on the conference website at the end of the conference. If you allow your slides to be made available online, please provide your talk in a .pdf format with the file size reduced. Your presentation will be converted to a .pdf format if this is not the format provided and this will be posted online. We will post what is preloaded online. If you want something different you must specifically tell us at the check-in desk

Guidelines for Poster presentations and 1-min poster talks

Poster sessions are a key component of the conference program. **All posters will be presented as short 1-minute talks in the Oral Session program to introduce the main highlights of each poster (1 slide in pdf format).** All posters will also benefit from dedicated viewing periods, during which no other conference activities are scheduled.

To ensure a smooth flow of the Poster Talk time slots, please be in the conference room well before the start of the dedicated time slots and importantly stay within your allocated 1-min speaking time as session chairs are instructed to keep the sessions on time.

Slide presentation

To prepare your 1 slide file:

- Refer to the program to find out the Session and poster number
- All poster talks will take place in the Shih-Liang Chien Lecture Hall.
- Please check the conference programme and make sure you know the correct time of your talk.
- **Speakers for the Monday AM poster talks session should upload their presentations on the conference room computer between 8:00-8:45 on Monday morning. Bring your presentations on a USB key. A staff member will be there to help.**
- **Speakers for the Monday PM to Thursday poster talks sessions should upload their presentations on the conference room computer at least 3 hours before the start of their session. For the morning sessions, please upload your presentations after the last session of the day before.**
- Acceptable format for presentations: Adobe Acrobat (.pdf)
- When reviewing your presentation, make sure all fonts, images, and animations appear as expected
- We suggest using fonts no smaller than 20 pts due to the size of the meeting room and legibility of the slides.
- Standard presentation ratio to be used is 4/3 aspect por 16/9.
- Prepare your file and name it as follow: Session-Poster-Number_LastName_FirstName.pdf (e.g. P-3-12_Smith_John.pdf).

Poster sessions

- The poster sessions will take place in the poster area
- Poster rooms will be equipped with poster boards and material to hang your poster
- The poster format shall not exceed **150 cm high and 90 cm wide.**

TIPS for your poster

The presentation must cover the material as cited in the corresponding submitted abstract

- **Use the official abstract title** as submitted and make it easy to read. Complement the title with a short abstract that conveys your main message and attracts people passing by. **Place the title on top** of your poster together with the author's names.
- Highlight the **author's names, e-mails, and address information** in case the viewer is interested in contacting you for more information and/or provide a card or handout with your contact details.
- **Organize your material** into sections; give each section a sentence heading summarizing it.
- Create **an attractive design** with lots of white space.

- Use the **same artistic style** throughout your poster.
- **Limit details** that don't contribute directly to your main message.
- **Eye movement:** The movement (pathway) of the eye over the poster should be natural, down the columns from left to right. Size attracts attention. Arrows, pointing hands, numbers, and letters can help clarify the sequence.
- **Topography**
 - Avoid abbreviations, acronyms, and jargon.
 - Use a consistent font throughout.
 - Use type size that is readable from 2 m away. Title text should be at least 54pt, headings at least 36pt, and body text at least 28pt. Keep the number of text characters in a line between 30 and 70. Consider the spacing between the lines
 - Blank spaces are not a problem. Use space to highlight and shape the main content. Used effectively, blank spaces can help the audience navigate the poster.

If several people gather around your poster, they should all be able to read the text simultaneously.

- **Use graphics** as much as possible to get your message across. Prepare all diagrams or charts neatly and legibly.
- **Simplicity:** Resist the temptation to overload the poster. More material may mean less communication.

Timing for Poster Set-up/Take-down and presentation

Poster sessions are designed as an integral component of the conference program and have their own dedicated viewing period, during which no other conference activities are scheduled. The program includes two long poster sessions (2.5 hours each) to allow ample discussions around posters in a studious, yet relaxed atmosphere.

Presenters are asked to be at their posters from the start to the end of the session.

Please remove your poster at the end of the conference. The posters which are not removed by the end of the conference will be discarded (recycled) the next morning.

Please note that no local printing service will be available during the conference. So please bear in mind to print and bring your poster.

Guidelines for Session Chairs

- Session Chairs are responsible for introducing the oral presentations, keeping time, and facilitating questions and answers (as time permits).
- It is imperative that the oral presentations remain on schedule according to the program.
- Each selected talk is limited to 20 minutes + 9 minutes for questions and answers. Each contributing talk is limited to 12 minutes + 2 minutes for questions and answers.
- A yellow card is available to hold up 2 minutes before the end of the talking slot. A red card will signal that it is time to stop. If the presentation continues beyond 25 min for selected talks or beyond 12 min for contributing talks, we recommend that the chair stands up and asks the presenter to quickly summarize in order to take questions. Q&A should be completed in time to start the next talk as scheduled.
- If no questions are asked by the audience, Session Chairs should consider asking a question or making a comment.
- During time slots dedicated to 1-min poster talks, session chairs should keep the time in a strict manner to allow for 15 presentations to be presented.