

Guidelines for Oral and Poster Presentations

BIOLIEF 2011 – 2nd World Conference on Biological Invasions and Ecosystem Functioning
Mar del Plata, Argentina.
November 21-24, 2011

GUIDELINES FOR ORAL PRESENTATIONS: Presentations must be in English, as is customary for international conferences. Speakers will be allowed 12 minutes for presentations plus 3 minutes for questions and introduction of the next speaker. This 3 minute period belongs to the audience, not to the speaker, and is managed by the Session Moderator. **Time limits will be strictly enforced by Session Moderator.**

Important Information Concerning Oral Presentations:

- Acceptable media: CDs, Flash drives. You will need to ensure that these are compatible with our laptops – which will have CD readers and USB 2 ports.
- Microsoft PowerPoint is the only acceptable audiovisual formats for electronic presentation for oral papers.
- The meeting room will be equipped with a dedicated LCD projector and PC laptop configured with DVD/CDRW combo roms, USB 2.0 ports and will be running Windows XP Pro. It is your responsibility to make sure that your presentation will run under this system. -
-Newer versions of PowerPoint files may not work – **save your files in a format compatible with MS Office 2003**
- Corel presentations are NOT supported. Embedded animation or graphics are NOT supported.
- Please do NOT bring your own laptop for your presentation.
- **All presenters will be expected to arrive at least 20 minutes in advance of the start of their session.** This time is used to check in with the presider and allows the projectionist to pre-load presentations onto the dedicated laptop.

GUIDELINES FOR POSTER PRESENTATIONS: Posters will be displayed during the whole meeting so that interested persons can view the poster even when the author is not in attendance. Presenting authors are required to be present during the Poster Session (Tuesday, November 22th from 6:45 to 8:00 PM). The Poster Session will be an opportunity for discussion in a relaxed setting after completion of oral sessions. Posters must also be written in English. Poster must be approximately 1.5 m height and 0.8 m width. Poster presenters are welcome to bring along handouts associated with their presentation.