

Oral presentation guidelines

- Every presenter must send their presentation to the session chairman, before the session starts, meaning that all Wednesday presentations must be submitted before 14:30. The same applies for the next days.
- There will be an exclusive laptop where all presentations will be loaded. Each presenter is responsible for checking that their presentation works correctly.
- All presentations must be in **English**.
- Presentation time must be respected rigorously. Each presenter will have **20 minutes to present** plus 5 minutes of questions from the audience. If the presentation time is exceeded, we will move on to the questions section.
- If a presenter fails to attend, the next present **will not be moved ahead**. The idea is to maintain the concordance between talks, just so others can attend.
- People who are not properly registered **will not** be allowed to participate.
- Participation certificates will be sent via email once the conference ends.
- Those who did not present **will not** receive participation certificates.
- Cell phone use is **prohibited** at all times inside the room, to remain respectful with the presenters. It is welcome to put cell phone in silent mode or to be turned off. Eating is also not allowed.
- Any modification to the program will be announced accordingly.

Poster guidelines

- Poster dimensions must be exactly: 90 cm width x 120 cm long.
- The poster must be written in **English**, regardless if it is presented in Spanish.
- The poster must be submitted on the first day of the conference during registration.
- Poster larger than the indicated dimensions **will not** be accepted.
- At least **one** poster presenter must attend during the poster session.
- In case a poster is not presented, the participation certificate will not be sent. The poster presenter will have to sign a registration sheet on the poster session day.
- Each presenter will be responsible for collecting their poster. In case the poster is left ignored, the conference personnel will collect it and dispose it.

Any additional questions may be addressed to the conference official email: cees.uls2019@gmail.com