

# SEERCP 2009

## INFORMATION FOR ORAL PAPER PRESENTATIONS AND POSTER SESSIONS PARTICIPATION

**All paper and poster presenters must register for the conference.**

Pick up your registration pack from the SEERCP 2009 registration Desk in Sofia University on arrival to the Conference venue.

All presenters are kindly requested to comply with the following guidelines:

### 1. SEERCP 2009 Oral Paper Presentations:

- . All Conference halls have **PowerPoint facilities** (laptop and multimedia projectors), If you have a PowerPoint slides in your presentation, please use MSOffice 2003 Windows XP formatting;
- . Please, email your PowerPoint presentation to SEERCP 2009 Secretariat (office@psychology-bg.org) **by 25 October 2009**. If you are unable to send your presentation in advance, please bring it for loading to the Conference room at the beginning of the paper presentation session according to the SEERCP 2009 Program;
- . We recommend that you have **copies of a handout** with your details and a summary of your presentation to give to interested participants after your talk;
- . Please bring back-up copies of your paper presentation on **USB memory stick or CD-ROM**;
- . **All oral paper presentations are timetabled to last not more than 20 minutes:** 15 minutes for the talk; 4 minutes for a general discussion; and 1 minute enabling presenters to change over;

### 2. SEERCP 2009 Poster Sessions:

There are four dedicated poster-viewing sessions: Saturday, 31<sup>st</sup> October, 10.00 – 13.00 (**PS01**); Saturday, 31<sup>st</sup> October, 14.00 – 17.00 (**PS02**); Sunday, 1<sup>st</sup> November, 10.00 -13.00 (**PS03**), and Sunday, 1<sup>st</sup> November, 14.00 - 16.00 (**PS04**). Please put up your poster in the day in which your poster is scheduled according to the SEERCP 2009 Program. You should take your poster down at the end of the poster session.

**Poster authors are responsible for the formatting and printing in advance all their posters** and related handouts.

It is recommended to follow strictly the required poster format specifications:

- . **Posters Print-Outs for presentation at SEERCP 2009 Poster sessions:** Poster full size: 100cm x 800cm (max 9-12 A4 pages). Make sure fonts used are readable from a distance 1.5 – 2 meters. Posters material: thick mat paper (avoid glossy effects) or acrylics;
- . It is recommended you to have copies of a handout to give to interested participants;
- . Please remember after the session to take your poster materials home with you. Any posters remaining at the end of the session will be discarded.