

GUIDELINES FOR AUTHORS

All presentations should be delivered in **English**.

1. ORAL PRESENTATIONS (in-person):

The estimated time for in-person oral presentations is 15 minutes, typically distributed in 12 minutes of exposition plus 3 minutes for questions

2. ORAL PRESENTATIONS (online):

For online oral contributions the presentation time has to be adjusted to 12 minutes of video recording: **presenting authors should pre-record their contributions and upload them at the conference website before June 18th**. The uploaded videos will be shown to the audience during the allocated live session of the meeting, using a video communication software. Each video-presentation will be followed by a short Q&A session with the audience, in which the presenting author will have the option to respond online: presenters must attend the live stage using a camera and microphone.

For recording your presentation as a video you can use the presentation program of your operating system (e.g., Microsoft PowerPoint) and saving it as mp4 file; alternatively, you may use a conference software (e.g., Zoom, Webex Meetings, Skype, Google meet, etc.), delivering your presentation in a simulated meeting and recording the session, which you can then save as a mp4 file. In any case the video should be prepared according to the following criteria:

- *Resolution*: we recommend **720p**, but also 480p is possible
- *Aspect Ratio*: **16:9 aspect ratio (to ensure images are not distorted when displaying the video!)**
- *Format*: **mp4**
- *Max. file size*: **500 MB**
- *Length*: **max. 12 min** for virtual talks.

Please note that video files exceeding the above limitations **cannot be accepted**.

3. POSTER PRESENTATIONS:

In this edition, all poster presentations go virtual (even if the presenting author attends in-person). Presenting authors will have to prepare both a **pdf document** of the poster **and a 3-minute flash presentation recorded on video** which will be shown to the audience during the allocated live poster session. Both the pdf file and the flash video-presentation must be uploaded at the conference website before June 18th.

The posters can be prepared using any software (e.g., PowerPoint, Illustrator, etc.) but they have to be saved and uploaded in the pdf format. We recommend using page size of at least A3 or larger. The maximum allowed size of the uploaded file is 50 MB. A joint file with all posters will be made available to all registered participants.

The recording of the flash presentations is ruled by the same criteria as described for the talks, except that **their length cannot exceed 3 minutes**. The presenting author must attend the live stage, either in person or virtually using a camera and microphone, since, depending on the time available, some form of panel discussion will be scheduled for Q&A. In any case, we recommend authors to end their video by showing their contact address so to facilitate further interactions with the interested audience.