

Below follows instructions for oral and poster presenters at the FBC24 conference in Gothenburg in May. Please read the instructions carefully and act accordingly and in this way facilitate the conference runs smoothly and is enjoyable for all.

### **If you have an oral presentation**

- The authors are required to prepare their presentation with Microsoft® PowerPoint.
- We encourage you to load your presentation to the computer in the morning of the day of your presentation. There will be a student available in the room between 7.30-8.30 all days in order to upload to computer. It is also possible to load the presentation during the break prior to the session. Then, the presenter should be in the session room 20 minutes before the session start to load your presentation on the conference's laptop in your session room.
- Each presentation has 15-minute speech time and 5-minute Q&A time. The time will be controlled by the chairperson in the session. Still, please make sure you keep the schedule as close as possible!
- Your presentation collected by the conference will not be used for any purpose without your approval.
- The authors of oral presentation should have a **mini poster** to further communicate in the conference's "meet presenter" session, see program on the conference website ([www.fbc24.com](http://www.fbc24.com)). In this way we give you the possibility to further discuss your work with attendees who may have attended other parallel session or have further questions. Please take this opportunity to further present your work.

#### Mini poster guidelines

- The mini poster should be prepared with the shared template (A3 printer paper size) attached to this email, and available on the conference website. The conference organizer will print the final mini poster received and make the poster ready on the posterboards.
- Your mini poster should be sent to the FBC24 organizing group ASAP or at least before the 24<sup>th</sup> of April.

### **If you have a poster presentation**

- The authors should prepare their poster with the shared template (A1 printer paper size) and send back to the organizing group ASAP or at least before the 24<sup>th</sup> of April.
- The organizing committee will print the final received poster and hang it up on the conference's posterboards.
- Feel free to keep your poster and take it down before the conference close on the 11<sup>th</sup> of May.
- The organizing group will not keep the not-taken-down posters after the conference.
- Your poster collected by the conference will not be used for any purpose without your approval.

We look forward to meeting you all in Gothenburg!

The FBC24 Organizing Committee