

Dear Participant,

In this ESCoP conference we have reached a record number of presentations and participants, thanks to you! This calls for a tight organization schedule and we need your collaboration to make it happen. Therefore, we here present some guidelines that we ask you to read carefully. Please do not hesitate to contact us at escop2019@ull.edu.es if you have any further questions.

*Many thanks in advance,
The Organizing Committee*

POSTER PRESENTATIONS

- Please look up in advance your session and poster number in the program; poster boards will be numbered accordingly in the poster room ("Espejos" Hall).
- Posters should be placed on their respective boards some time before and taken down after the poster session according to the following timetable:

Session 1 (Thursday 26th; 10:00-11:30): **from 8:30 to 13:30 h.**

Session 2 (Friday 27th; 10:00-11:30): **from 8:30 to 13:30 h.**

Session 3 (Friday 27th; 17:20-18:50): **from 14:30 to 19:30 h.**

Session 4 (Saturday 28th; 11:40-13:10): **from 8:30 to 13:30 h.**

- Poster presenters must be available during their corresponding poster session.
- Each presenter will be given a poster board maximum 95 cm width for displaying the poster. An average format could be A0 (corresponding to a size of about 84 cm width and 120 cm height).
- Authors are responsible for bringing their poster to the conference venue and for its setup and removal.
- The necessary equipment (such as adhesive tape) for setting up the poster will be provided by the organizers and/or can be collected at the Organization Desk (Cannes Room).
- Members of the organization (green badges) will be available all the time; do not hesitate to approach them for help.

SYMPOSIA AND INDIVIDUAL TALKS:

- To ensure that everyone gets the most from the conference, the presentation schedule will be strictly adhered to by each Session Chair. Please collaborate with them at all times and **rigorously respect your assigned time slot**. Otherwise, you could cause considerable disruption, lowering the quality of panel sessions and the conference as a whole and impacting negatively on your relationships with other scholars.
- For each symposium session, eight symposia will run simultaneously in different rooms. Each 100-minute symposium is composed by 5 talks.
- Individual talks have been grouped in thematic sessions, which will run simultaneously in 8 or 9 rooms.
- Keeping to the presentation schedule planned is critical for a perfect time synchronization across the parallel sessions, which will allow the attendees to circulate between the different rooms.
- Check the program in advance to locate your session room. Be aware that in some summaries of the program (overview and tables) a color-based code is used to designate the rooms. You can also find all the details in the Book of Abstracts online.
- Each talk (both in symposia and in the thematic sessions of individual talks) is allocated a 20-minute time slot. Presenters must give **15 minutes for the presentation itself**, followed by **5 minutes for discussion** with the audience. Please ensure that your presentation duration does not exceed these 15 minutes.
- It is absolutely essential that you name the file of your presentation starting with the code that precedes the title of your talk in the book of abstracts, followed by the name of the presenting author (For example: OS1.AUD.4_Quñones.pptx).
- If you would like to send your presentation by email you can send it to escop2019@gmail.com. **This option will be available only until the start of the conference on Thursday 9:00 am**. We recommend presenters to bring a USB pen drive with an additional back-up copy of their presentations (preferably in .pdf format) in case of any eventuality.
- Onsite: speakers will have to bring a Windows-readable USB flash drive with a copy of their presentation; they must upload their presentations to a PC located at the "Organization Desk" (Cannes Room). This must be done a minimum of **60 minutes before the session that they are presenting in is starting**. Important, be aware that **presentations will not be allowed to be uploaded directly to the computers of the session rooms**.

- To avoid setup delays, we strongly discourage the use of your own laptop for the presentations. If you think that there is a good reason for making an exception, please contact us before the start of the conference, and we will provide specific instructions. Authors who choose this option should recognize that the additional setup may cut into presentation time.
- All computers in the session rooms include the following software tools: PowerPoint and Adobe Acrobat Reader (PDF-based). If you are going to need any other software, or any special hardware, please contact the Organization before the start of the conference.
- Presenters will be able to verify that all necessary presentation materials are in place and tested in their presentation room, well before the session begins. This can be done especially during the previous poster sessions or lunch times. Please contact the Organizing Desk for instructions.
- There will be a technician in each session room who will assist you, and our teams of volunteers (green badges) will be available to help you throughout the conference.

Thanks again for your collaboration, let's work together to make this conference a huge success!