



10TH EFSMA

EUROPEAN FEDERATION OF SPORTS MEDICINE ASSOCIATIONS

CONGRESS

16-18 NOVEMBER 2017
CASCAIS, PORTUGAL



PRESENTATION GUIDELINES

November 2016

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Estoril combines the glamour of the region's history, culture, palaces and museums with the up-to-date quality of its services and infrastructures in an unmatched atmosphere of sea, nature, sports and gastronomy.

Here, your business meetings become an unforgettable experience. Your company meetings are filled with energy and motivation, and your convention or congress becomes unique experiences of learning and renewal.

Estoril is the right choice, both for business and leisure.

ORAL PRESENTATION

The time allotted for each presentation is:

Invited Speakers: 30 minutes. There will be 5 additional minutes for discussion and changeover to the next speaker.

Oral Presentations: 10 minutes. There will be 3 additional minutes for discussion and changeover to the next speaker.

Session chairs will hold you to the allotted time. This is essential to ensure adequate time for questions and discussion as well as adherence to schedule.

Acceptable formats for Presentations: **Microsoft PowerPoint or Acrobat PDF.**

The presentations must be **sent by Wettransfer** (<https://www.wetransfer.com/>) to Mrs. Joana Ramalho, e-mail abstracts@efsma2017.org **until 1st November 2017** and brought in a USB storage device (as a backup).

Graphics must be well designed, simple and legible to everyone in the audience.

Use as few graphics as possible for the time allotted. As a general rule, use one graphic for each 1 or 2 minutes of presentation time.

It is helpful to step 8-10 feet back from your computer screen and make sure your slides are legible. Avoid using small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.

Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.

Avoid long or complicated formulas or equations. Each graphic should remain on the screen for at least 20 seconds.

Use the minimum number of words possible in titles, subtitles, and captions. Standard abbreviations are acceptable.

Use bold characters instead of fancy fonts.

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ORAL PRESENTATION (cont.)

Table preparation: Use not more than three or four vertical columns or more than six or eight horizontal rows. Information is hard to read with more columns or rows. Avoid vertical or horizontal rules as they distract the eye and clutter the graphic. Whenever possible, present data using bar charts or graphs instead of tables.

Graph preparation: Avoid more than two curves on one diagram; a maximum of three or four curves may be shown, but only if well separated. Label each curve; Avoid symbols and legends. Avoid data points unless scatter is important.

Coloured graphs are very effective. Colours add attractiveness, interest and clarity to slide and viewgraph illustrations and should be used whenever possible. Contrasting colour schemes are easier to see.

Examine every graphic and view each under adverse light conditions before presenting at a meeting. It is not often possible to provide excellent lighting at meetings.

An introductory and a concluding graphic can greatly improve the focus of your talk.

Considerations for Mac Users

Keynote will **NOT** be accepted since it is not compatible with the conference's presentation management system. Please export your presentation as a PowerPoint (*.ppt or *.pptx).

Pictures: If you use a version of PowerPoint prior to 2008, please be sure embedded pictures are not in TIFF format. These images will not show up in Windows PowerPoint. With PowerPoint 2008 for the Mac, TIFF inserted images will be compatible.

Movies: Please export MOV files to Windows Media WMV with Quicktime-7 Pro. PowerPoint on Windows machines will not play MOV files. If you cannot convert the files or have a considerable number of MOV files, please check with a technician in the Speaker Presentation/Upload Room who can make arrangements to convert the videos for you.

POSTER PRESENTATION

The dimensions of the useable work area of the Poster boards are **135 cm high by 90 cm wide. (A0 format is the most indicated; B0 format will not fit in the board).**

Posters will be on display for one full day and the authors are invited to be present at least during sessions' breaks.

The presentation must cover the material as cited in the paper.

Place the title of your paper and your paper number prominently at the top of the poster to allow viewers to identify your paper. Indicate 1) the **paper's number**, 2) **title**, and 3) **authors' names**.

Highlight the authors' names, e-mails, and address information in case the viewer is interested in contacting you for more information.

Prepare all diagrams or charts neatly and legibly beforehand in a size sufficient to be read at a distance of 2 meters. Paragraph and figure caption text should be AT LEAST 24-point font (0.9 cm height) and headers AT LEAST 36 point font (1.2 cm height). Use creativity by using different font sizes and styles, perhaps even colour.

Organize the paper on the poster so it is clear, orderly, and self-explanatory. You have complete freedom in displaying your information in figures, tables, text, photographs, etc.

Include the background of your research followed by results and conclusions. A successful poster presentation depends on how well you convey information to an interested audience.

Please do not laminate your poster to ensure that it can be recycled.

E-POSTER PRESENTATION

An E-Poster is a multi-media approach to presenting scientific research – a digital version of the traditional boards, and is displayed on wide screens (50” - landscape) in designated areas at the EFSMA CONGRESS 2017.

The E-Poster is basically a “slide” presentation that may include text, figures or images. These e-poster presentations can run unattended or, at certain scheduled times, have its authors present. The screens, when idle, will display a menu of the available E-Posters that the delegates can choose.

Acceptable formats for Presentations: **Microsoft PowerPoint or Acrobat PDF.**

The presentations must be **sent by Wetransfer** (<https://www.wetransfer.com/>) to Mrs. Joana Ramalho, e-mail abstracts@efsma2017.org **until 1st November 2017** and brought in a USB storage device (as a backup).

The presentation must have **a maximum of 8 slides.**

The presentation must cover the material as cited in the paper.

Graphics must be well designed, simple, and legible to everyone.

It is helpful to step 8-10 feet back from your computer screen and make sure your slides are legible. Avoid using small fonts that will be illegible from the back of the room, and break up a complex slide into a series of slides.

Devote each graphic to a single fact, idea, or finding. Illustrate major points or trends, not detailed data.

Avoid long or complicated formulas or equations.

Use the minimum number of words possible in titles, subtitles, and captions. Standard abbreviations are acceptable.

Use bold characters instead of fancy fonts.

E-POSTER PRESENTATION

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