

## NOTES FOR AUTHORS OF **VISUAL** PRESENTATIONS

Authors of poster presentations are requested to REGISTER for the Conference (Registration Form available on the Conference website [www.eubce.com](http://www.eubce.com) and at the Registration Desk on site). Please note that your Paper and Poster files will not be published in the Conference Proceedings without a registration for the Conference (at least one of the authors) and the presentation of the poster in its allotted Session during the Conference. The Conference Proceedings will be published online for instant download.

### Information for Presenters

A Visual Presentation is a perfect medium for direct two-way communication with all interested delegates on specific topics, projects or programmes.

Good design is essential if this important part of the Conference is to be a success. Authors are therefore urged to closely follow the following instructions together with the instructions for the preparation of papers.

- The posters have to be presented in ENGLISH, the official language of the Conference.
- Your Visual Presentation will bear an official number as indicated in the Conference Programme. This code will appear on the panel which has been reserved for your poster presentation.
- The maximum display area of your panel is: **0.85m wide and 1.20m high**. This allows for posters of up to ISO A0 format (841mm x 1189mm, upright format). The boards will be arranged in topic groups and numbered according to the Conference Programme. Double-faced adhesive tape will be available to attach your poster on the poster panels.
- The Visual Presentation has to be headed by the title and the author(s)' name(s). A good Visual Presentation concentrates on the outstanding features of a project, easily grasped by the viewer, with a minimum of text (less than 50% of the total poster surface) and readable at a distance of approximately 2m (use letters at least 10mm high).
- Advertising material is not allowed to be presented in this scientific Conference but business cards are acceptable. You can provide space for communication with other participants on your panel area (for example an envelope or a transparent folder). Please be aware that Posters containing marketing or advertising material will be dismantled by the Organisers without giving prior notice.

**Content:** Do the scientific/technical results reflect an innovative approach and a comprehensive study of high quality?

**Presentation:** Does the graphical and written material clearly explain the purpose, approach, results and conclusions? Does the poster exhibit good graphical composition, use of colour, legibility and structure?

### Set up of your poster

You have the unique opportunity that all Visual Poster Presentations can be presented on all 4 days, from Monday until Thursday in the dedicated area of the Exhibition of the 23rd EUBCE. Thus your work and results will enjoy very high visibility.

The authors of Visual Presentations are requested, after registering, to setup their posters on the allotted boards in the dedicated area of the Exhibition during registration hours on Sunday (31 May), or as early as possible on Monday morning (1 June) and to take them down by Thursday 4 June at 16:45.

## Schedule of Interactive Visual Presentations

Authors of Visual Presentations are requested to be present by their posters at least during the times indicated below and in the event Programme. This will give all Conference delegates the opportunity for questions and discussion, thus, fostering information exchange which is one of the major objectives of this event.

Tuesday 2 June

Visual Presentation AE.1 from 17:00 to 18:30

## Poster file preparation for the Conference Proceedings

- The poster pdf file should have the same layout as the printed poster displayed on the poster panel for the Visual Presentation
- File formats different from pdf (e.g. jpg, tif, eps, doc, ppt etc) which could not be converted will not be accepted
- If you are using special fonts make sure that the checkbox “do not send fonts to distiller (“adobe” pdf” for the version 6.0)” is unchecked
- Pdf files must NOT have any password nor security restrictions
- Please add the poster file on the CD ROM, DVD or USB stick together with the files requested for the paper delivery and make sure that the file is compatible with Adobe Acrobat 5.0 with quality settings “press quality”

The “Delivery of Papers Desk” for the delivery of both poster and paper files to be published in the Conference Proceedings will be open **from Sunday, 31 May 2015 until Thursday, 4 June 2015** before the closing session. The opening hours together with the **instructions for preparing the papers**, the **copyright transfer agreement** and the **keywords list** are available on the conference website.

## Important notes:

- The full paper is the most essential part of your contribution to the conference proceedings. We therefore highly suggest that you submit the full paper of your presentation along with the poster file.
- Title, authors and keywords must correspond on the poster and on the paper, in order to avoid incongruities in the Conference Proceedings.
- Pictures and videos will be taken/recorded during the Conference sessions and exhibition for advertising and dissemination purposes (publication on the Conference website, brochures, leaflets, Conference Proceedings, etc.).

We look forward to your presentation and to meeting you in Vienna.

On behalf of the organizer group,

Angela Grassi,  
ETA-Florence Renewable Energies

Shaun Richardson  
Swansea University

Giuliano Grassi,  
EUBIA, European Biomass Industry Association

Matteo Prussi  
RE-CORD, Renewable Energy Consortium for Research and Demonstration  
and of Dr. David Baxter, Technical Programme Coordinator of the 23rd EUBCE

Anna Salimbeni

**ETA-Florence Renewable Energies**

Tel.: +39-055-500 22 80

Email: [biomass.conference@etaflorence.it](mailto:biomass.conference@etaflorence.it)