

Submission of papers and posters

If your abstract has been accepted as a paper or talk for presentation at one of the theme sessions:

- Please prepare a manuscript that describes fully your presentation, illustrated as necessary.
- There is no limit to the size of the paper, but the amount of material provided should be able to be communicated in a talk of approximately 15 minutes.
- The electronic copy of your paper/poster should be submitted as an e-mail attachment in Adobe Acrobat PDF format here:

paperasc@ices.dk

If the file is very large, contact us and we will send you instructions to upload it.

Corrections submitted after the deadline will not appear in the printed conference handbook or on the conference DVD.

- **Submissions will only be published on the conference DVD and appear in the final programme if at least one of the authors registers and attends the conference to present the work.** The Secretariat must receive conference registration and an electronic copy of your contribution (paper/poster) by

Monday 24 August 2009

- Contact the first Convener of the Theme Session before the Conference to confirm your participation.

Manuscript preparation guidelines

- 1) For papers, the Theme Session code should be inserted at the top right corner of the title page. For example: ICES CM 2009/(A:01, A:02, etc., code number to be supplied by the Secretariat after acceptance).
- 2) The statement, "Not to be cited without prior reference to the author" should appear at the top of the title page.
- 3) The paper should be prefaced by the abstract and bear the name(s) of author(s) with postal address(es), telephone and fax number(s), and e-mail address(es).

Guidelines for presenters

Papers and PowerPoint presentations

- A laptop computer and projector will be provided for your presentation, using PowerPoint software.
- Your time slot will be ca. 15 minutes. Allow a minimum of one minute per slide, preferably 2–3 minutes.
- You can upload your presentation beforehand on the SharePoint site below or, depending on your placement on the programme, you will be asked to load the presentation on the day before. Someone will assist you with this at the conference centre.

<http://groupnet.ices.dk/ASCPresentations2009/default.aspx>

User name: ICES\presenter

Password: cod3

Include the code of your paper/talk, which can be found in the acceptance e-mail.

- Arrive at the meeting room before the session begins and contact the session convener for last-minute instructions or changes in the schedule.
- During your presentation, state the purpose and objectives of the paper, the main concepts and results, and the conclusions. Avoid too much detail.
- Ensure that your visual aids can be seen clearly from a distance of at least 20 metres.
- Do not read your paper, but instead talk to the audience. Speak slowly and audibly.
- A cordless slide advancer with built-in laser pointer will be provided.
- Do not exceed the allocated time for your presentation.

Posters

If you are presenting a poster, report to the registration desk. You will receive instructions about where to hang your poster. Posters will be on display throughout the conference.

The attaching surface on the poster board is 180 × 90 cm, i.e. the posters should not exceed these dimensions.

Please submit your poster in **portrait** format only. Fittings will be provided.

- It is essential that written text, graphs, and other illustrative material used in the poster are large and bold enough to be read at a distance of at least two metres. The lettering of the written text, labels for graphs and tables, etc., should not be smaller than 4–5 millimetres.
- The title, code number, and author(s) of the poster should be prominently displayed.
- Authors will have the opportunity to present their poster during the **Poster Session on Tuesday 22 September between 18:00 and 20:00**.
- Authors are encouraged to include a personal photograph on their poster to facilitate their recognition by viewers.
- You do not need to produce a manuscript with your poster. You are welcome to produce a handout to be distributed at the conference.

Do not overcrowd your poster as you may discourage your potential audience.

Programme

The programme will be available on ICES conference website,

<http://www.ices.dk/asc2009/>

2009 Theme Session Conveners

The e-mail addresses of the theme session conveners can be found at this link:

<http://www.ices.dk/iceswork/asc/2009/themesessions.asp>

Choose theme synopsis.