

## Submission of papers and posters

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Your abstract has been accepted for presentation in one of the 2011 theme sessions as either a paper/oral presentation or a poster and the following applies:

Paper/Oral presentation	Poster presentation
Paper presenters are asked to prepare a paper describing the presentation, and illustrated as necessary. There is no limit to the size of the paper	Poster presenters are only required to prepare the poster. If you wish, you may bring handouts to the conference.
<p><b>Manuscript preparation guidelines</b></p> <ol style="list-style-type: none"> <li>1) For papers, the Theme Session code should be inserted at the top right corner of the title page. For example: ICES CM 2011/A:01, A:02, etc.). The code number will be supplied by the ICES Secretariat.</li> <li>2) The statement, "Not to be cited without prior reference to the author" should appear at the top of the title page.</li> <li>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).</li> </ol>	For posters, the Theme Session code should be displayed at the top of the poster, preferably the right hand corner. For example: ICES CM 2011/A:01, A:02, etc.). The code number will be supplied by the ICES Secretariat.
Paper presenters will be given a time slot of approximately 15 minutes.	Poster presenters can have their posters on display throughout the conference.
<p>The electronic copy of the paper should be submitted as an e-mail attachment in Adobe Acrobat PDF format here:</p> <p style="text-align: center;"><b>paperasc@ices.dk</b></p>	<p>The electronic copy of the poster should be submitted as an e-mail attachment in Adobe Acrobat PDF format here:</p> <p style="text-align: center;"><b>paperasc@ices.dk</b></p>
<p>If the file is very large, please contact us and we will send you instructions to upload it.</p> <p>Corrections to the paper submitted after the deadline will not appear in the printed conference handbook or on the conference DVD but will be updated after the conference.</p>	If the file is very large, please contact us and we will send you instructions to upload it.
<p><b>Please contact the first Convener of the Theme Session before the conference to confirm your participation.</b></p>	
<p>At least one of the authors is required to be registered to the conference by <b>1 July 2011</b> if the submission (paper or poster) is to be published on the conference DVD and appear in the final programme.</p>	
<p>The deadline for submission of papers and posters is</p> <p style="text-align: center;"><b>Friday 19 August 2011</b></p>	

## Guidelines for presenters

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### Papers and PowerPoint presentations

Please upload your presentation before the beginning of the conference on a SharePoint site. Link, user name, and password will be provided later on.

You can also hand in your presentation at the Congress Centre in Gdańsk. The presentations desk will be opened for limited periods (during the session breaks and at the beginning and end of the day) to help those that were unable to use this SharePoint facility. If you hand in your presentation at the venue, it is important that you do so on by no later than 16.00 hrs on the day before your placement in the programme. Someone will assist you at the presentations desk.

- 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.
- 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.

The attaching surface on the poster board is 150 x 95 cm (corresponding more or less to A0 format).

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.
- The presenting author must present the poster during a special poster session on Tuesday 20 September from 18:00 to 20:00. The posters will be grouped by theme session. **This year, poster presenters will also be given the opportunity to present a few slides (up to three) of their poster in the theme session to which it was submitted. Please hand in your slide(s) at the presentation desk (follow instructions as for presenters of papers, see above).**
- Authors are encouraged to include a personal photograph on their poster to facilitate their recognition by viewers.

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