

## SCIENTIFIC INFORMATION

The scientific programme is being updated and will be available online on the Congress website soon. Full details will be sent by the Congress Secretariat to all speakers, moderators and oral/poster communication presenters as soon as the working sessions are finalized.

Please note that Programme will remain subject to changes. All concerned presenters and chairs will be duly notified, with an updated version always available at <https://www.ibbycongress2024.org/programme/>

In the meantime, some useful information to prepare your presentation is provided here below

### SPEAKERS AND PRESENTERS OF ORAL COMMUNICATIONS

Meeting rooms are equipped with computer and video projector for PowerPoint presentations. Technical assistance is available on site.

Personal laptops may not be used for presentations.

All versions of MS PowerPoint are accepted, preferably in widescreen format, excluding Mac.

Presentations in PDF format are not allowed.

Slides must be delivered ready for projection to the technicians who will be present in the room, within the time frame that will be communicated by the Secretariat.

No changes can be made to the slides during or after delivery to the technician.

To ensure smooth running of the scientific programme, presentations must keep to the time indicated by the Secretariat.

Unless otherwise indicated by the Secretariat upon confirmation of the programme, oral presentations should not exceed 10 minutes in total, so as to allow for Q&A space to answer questions from the audience.

### ALL PRESENTATIONS MUST BE IN ENGLISH

SIMULTANEOUS TRANSLATION (ENG/ITA/ING) WILL BE PROVIDED **ONLY** FOR PLENARY SESSIONS, and not for round tables, lectures and oral sessions scheduled as parallel sessions

### GUIDELINES FOR SPEAKERS AND PRESENTERS SELECTED FOR AN ORAL COMMUNICATION

- All PowerPoint presentations must be in English. Simultaneous translation will not be provided
- Presenters are requested to be present in the assigned room and hand in their presentation to the technician in charge at least 15 minutes before the scheduled start of the session
- Unless otherwise communicated by the Secretariat, the presentation should not exceed 10 minutes in total to allow sufficient Q&A space for interaction with the audience.

### GUIDELINES FOR PRESENTERS SELECTED FOR A POSTER

- Maximum poster size: width 70 height 100
- Text in English

Posters can be arranged graphically as desired and should be printed and brought to the Congress ready for display on the assigned poster board.

Authors are requested to affix their poster to the panel bearing the number that will be assigned by the Secretariat.

It is only possible use double-sided adhesive tape.

- Setup: Friday, August 30, from 8 a.m. to 10 a.m
- Clearance: Sunday, September 01, from 5 p.m. to 7 p.m. (*please note that posters on site after this time will be binned*)

All poster presenters are kindly requested to be at their poster area 10 minutes before the start of the assigned Poster Session, and remain available to interact with the participants during the whole session.

**E-POSTER:** It is also planned to publish posters on the Congress website.

Posters to be published on the Congress website must be uploaded in a .pdf format at

<https://s1.easyabstract.it/congress/IBBY2024>

Requirements:

- Format: .PDF, vertical layout
- Dimensions 1080 x 1920 pixels (corresponding to about 38 x 68 cm)
- 300dpi resolution

*A communication with full details will follow from the Congress Secretariat will follow*