

GUIDELINES FOR PROFERRED PAPER SPEAKERS

Below are some guidelines to assist you in preparing for your talk and poster for the WCRF International conference.

Please note that we are unable to cover travel expenses for proferred paper presenters.

1. Guidelines relating to your talk

Preparation of your slides

In your presentation we ask you to address the following points by adding a slide to your talk:

- Please declare any conflict of interest for work that is being presented
- Please state any funding sources

We ask that you prepare your slides using Microsoft PowerPoint. We do not have any specific requests regarding background templates, fonts or colours that you use, but please bear in mind the following guidance on good practice for PowerPoint presentations:

- Avoid script style type fonts. Stick to standard fonts such as Arial, Times New Roman or Verdana
- The default sizes of fonts used in a PowerPoint presentation - 44 point text for titles and 32 point text for subtitles and bullets - should be the minimum sizes you use
- Dark colour fonts on light backgrounds will work best

Please send us your slides by 1st September 2010. You will be able to make changes to your presentation up until the lunchtime before your talk. Should you wish to make a change to your talk while you are at the conference you should contact the AV technician in the Wolfson theatre.

2. Guidelines for the preparation of your Poster

Poster dimensions and recommendations for effective scientific poster communication

General:

- Poster sessions will be held during the lunchtime sessions on both days of the conference. Delegates will also be able to view posters during the coffee breaks.

- Posters will be displayed in the Osler room (where lunch and refreshments will be served).
- Posters should be mounted between 9.45 and 10.45am on Sunday 12th September.
- WCRF staff will place each board's number in the upper left hand corner and will assist presenters in locating their poster boards.
- You must return to take down your poster during the afternoon coffee break on Monday 13th September.

Presentation of Posters

- It is important that the presenter of the poster make every effort to communicate with all interested visitors. Poster presenters should be present in the poster exhibition area during the lunchtime sessions to answer questions..
- Optional: Photocopies of the abstract, an outline of the experimental design, and relevant tables and illustrations can be available during your poster presentation for distribution to interested persons.

Preparation of Your Poster

- Posters must be prepared in portrait format. The maximum size for posters is 95 cm wide x 150 cm high. Your poster must not exceed these dimensions (standard size A0 would be suitable).
- The content should be well labelled and legible from a distance of 1.5-2 meters. Lettering should be bold, approximately 1 cm high – a large, bold font like Helvetica 20-30 point is recommended. Letters in the title should be at least 5 cm high.
- If possible, avoid abbreviations and acronyms, especially in the Conclusions.
- Contents
 - Each presentation should contain a top panel, listing the title of the abstract, and the names of the authors and their affiliations.
 - Please use the following headings to present the contents of your poster: Background and Aims, Methods, Results, Conclusions.
 - Use bullets where possible to break up the text and/or highlight specific points
 - Please include any conflict of interest and funding sources, as well as a few selected references (eg within a box in the bottom right).
- Tables and Illustrations
 - Tables and illustrations will greatly increase the effectiveness of poster presentations.

- Tables and illustrations should be kept relatively simple to maximise legibility. They should be numbered and arranged in the sequence in which they will be viewed.
- Lines in illustrations should be heavy. Symbols, letters, and numbers should be large enough to be seen from a distance of approximately 1.5 meters.
- Material to be displayed should be placed on regular weight paper or lightweight cardboard for easy attachment to the poster board.

Important Notes

If you are scheduled to present a poster and later find that you cannot attend the meeting, please inform WCRF International as soon as possible by emailing abstracts@wcrf.org. In this instance you should arrange for a co-author to attend in your place, as per the terms and conditions of abstract submission (see below).

Reminder of the Terms and conditions of abstract submission:

- I certify that the authors/presenters named agree with the submitted abstract and have consented to be included
- I certify that I have checked the accuracy of information and referencing
- If my abstract involves a sponsoring company, I have indicated this in the body of my abstract
- If my abstract involves a sponsoring company, I have no financial conflict (i.e. I have no shares in the sponsoring company)
- If my abstract involves a sponsoring company, and I have received funding from the sponsoring company in the last five years, I have declared this in the abstract and the Funding Disclosure section
- It is a condition of abstract acceptance that the presenting author or one of the co-authors will attend the Conference
- I accept that all accepted abstracts will be published in the Conference programme book