

Guidelines for preparing Poster Spotlight presentations

1. During the Platform Session associated to your Poster session, you will have the opportunity to show a few slides to focus attention on the topic of your poster. You can only give a spotlight if you have received a confirmation from SETAC. Check the programme to see the exact timing.
2. Poster Spotlights are meant to be a short (**5 minutes, 3 slides maximum**) presentation of posters. The author should focus on the main aim of the research and only mention one or two key findings. The purpose of the spotlights is to stimulate the audience to view the poster and to discuss the research with the author during the breaks or poster social in the exhibition area, where the poster is displayed for the full conference.
3. Please note that these 3 slides are not meant to cover your whole research, **BUT ONLY HIGHLIGHT THE MAJOR FINDINGS OF YOUR WORK**. More detailed information can be provided orally during the poster session. The Poster Spotlight Presentation should stimulate people to visit your poster.
4. **DO NOT** try to squeeze a regular platform presentation into 3 slides and 5 minutes that are available for the poster spotlight.

A few guidelines to keep in mind when preparing your talk:

1. Presentations should be prepared for use with Microsoft PowerPoint 2010 in a Windows compatible format; **there will not be any MAC equipment** available. If made in another programme or in an earlier PowerPoint version, please make sure that it is compatible with PowerPoint 2010.
2. The preferred Power-Point format would be **.ppt** and not .pptx
3. Prepare your slides to communicate ideas, not details. If attendees want details, let them ask you during the poster session in the exhibition area. 'Questions and Answers' time right after the poster spotlight presentation will not be provided.
4. A table in a published article is much too detailed for a slide presentation. Take the time to think through what conclusion you want to present from the table and present the least amount of material you can to communicate that idea. A figure or graph may better communicate your data or results.
5. A slide presentation should include a title slide, a slide stating the question or hypothesis to be addressed and the overall approach you used to address the question. A "methods" slide should be included but should never include the details of the method unless the purpose of the talk is to describe the method. The last slide should present the results obtained and the conclusions of the study. Make sure you clearly announce the number of the poster board where your poster is displayed.
6. Excessive use of organisation logos / advertisements is not allowed.
7. Review your presentation on a different machine from which it was originally prepared to ensure the backgrounds, transitions, video clips, graphics, and linked images appear properly.
8. **Take your presentation on a USB flash drive to the meeting.**

At the meeting:

1. You have **5 minutes to present your work**. The chairpersons are instructed to require all speakers to adhere to this limit. Do not use more than 3 slides.

2. Do not spend time to acknowledge all co-workers, institutes etc. This information is shown on your poster. Focus on your message to attract people to view your poster during the breaks or poster socials.
3. Arrive at least 20 minutes prior to the beginning of your session and bring your presentation on a USB flash drive to upload it on the computer before the session starts. A student volunteer and session chairs will be available to assist you. Please take this opportunity also to introduce yourself to the chairperson.
4. The electronic projection equipment in the plenary room will include a laptop equipped with Windows 7 and PowerPoint 2010.
5. All meeting rooms have wifi connection.
6. Should last-minute circumstances prevent you from making your presentation, please notify [SETAC](#) as soon as possible!