

## **Guidelines for Sub-plenary (Oral) Presentations:**

*Due to the hybrid nature of the conference, presenters are expected to strictly follow the time limit allotted. Presentations can be done face to face on-site or online via Zoom.*

1. Verify your session assignment and time schedule in the Conference Program. Take note that all subplenary presentations (on-site or online) are limited only to **15:00 minutes Talk** and **5:00 minutes Q&A**. **Strictly follow the time limit** to avoid delays in the subsequent presentations. Delays cause inconvenience to your fellow presenters, guests, and other participants. Contact the moderator in your session before the start of the session in case you have questions or clarifications.
2. Use a suitable font size on bright background with dark texts for easy appreciation of your presentation. It is recommended that only a **maximum of two figures** or images be used per slide. Bullet style presentation is preferable.
3. Session rooms are equipped with multi-media projector/display, PC connected to Zoom, and sound system. Bring your USB memory drive containing your presentation slides and copy them to the PC before the start of session. Our recommended file format is Microsoft PowerPoint or PDF. If you prefer to use your own laptop, you are required to **log-in to your personal Zoom account** and output your presentation by sharing your screen. We encourage you to visit your assigned room before the start of session to check if your device connects properly to the Zoom meeting.
4. For online subplenary presentations, you may join the sessions on the corresponding Zoom breakout rooms. You may present LIVE or using pre-recorded videos. For presenters with unstable connectivity, it is recommended that copy of videos be uploaded to any video hosting service (e.g. YouTube, etc) and provide the Secretariat with the link in advance.
5. For **lecture-demonstration**, materials and equipment must be checked and prepared before the session starts. Online lecture-demonstration presentation must be done using **pre-recorded video only** to avoid unnecessary delays. If possible, share the corresponding manuals to be downloaded by the audience.
6. **Only one** of the authors is allowed to do the presentation. Co-authors are encouraged to be present and may answer relevant questions from the audience.

## **Guidelines for Poster Presentations:**

*Due to the hybrid nature of the conference, Poster and Video Introduction is required.*

1. Please verify poster session venue and schedule in the Conference Program. There will be poster stands prepared by the organizers. Each on-site presenter will be assigned a specific location for the printed poster to be displayed. Online presenters are not required to print their posters.
2. For papers with multiple authors, only **one (1) presenter** is allowed to do the presentation. But we highly encourage the co-authors to be present in the session and answer relevant questions from the audience.
3. On-site presenters are required to be present in front of their printed posters to entertain questions during the scheduled poster session. Online presenters should visit their respective poster page in the SPVM website.
4. All poster presenters (on-site and online) must submit in advance their electronic copies of posters (PDF format) and link to Introduction Videos via the conference website. All e-Poster PDF files and video links will be published in the SPVM website and a comment section for each e-Poster will be provided for Q&A and discussions. Online Q&A and Discussions may continue any time even after the poster session.
5. Introduction videos can be watched online and will also be played on the LCD wall screen on-site during the conference break time.
6. After the poster session, on-site presenters must remove and bring with them their posters to prepare the venue for the next event.

## **INSTRUCTIONS FOR POSTER PRESENTORS**

*The poster should be attractive, well-organized, self-explanatory, and should present only the main ideas. Focus mainly on interpretation and significance of results, and the important conclusions to take away from the session.*

1. **SIZE.** The whole poster should be clearly printed in a standard A0 size 33 x 47 inches (84 x 119 cm) material in portrait orientation. Tarpaulin may be used but paper-based posters are much preferred if available. Size of margin on all sides is included in the size of whole poster.
2. **TITLE AND AUTHOR.** Use letters equivalent to 72 points (about 2cm) for main title and 40 points (less than 1cm) for subtitle and author/s. Title and author/s should be same as in the submitted abstract.
3. **TEXT LETTERING.** Use type letters that are at least 20 points (about 6mm high). In typesetting the text, choose a simple typeface (font). Use upper and lower case standard letters. Text should be readable from two meters away.
4. **CONTENT.** Give brief introduction stating background and purpose of study. Include key experiments only. End with a brief conclusion. Minimize words while maximizing visuals.
5. **TEXT COLORS.** Dark type on light, with plain background is easiest to read. There should be enough contrast between color of text and background.
6. **ILLUSTRATIONS.** Explanatory images, graphs, charts, or illustrations should be used instead of text whenever possible. Suggested size for photographs and graphs is 5" x 7" (12.5cm x 18cm) and not cluttered with unnecessary detail.
7. **ORGANIZATION.** Design should flow sequentially from one part to the next. Numbers or arrows may be used to help navigate the viewer from one section to another in correct order. Do not clutter with either text or artwork.
8. **VIDEO INTRODUCTION.** Each poster presenter is required to prepare a separate 2:00 minutes **Video Introduction** of your poster. There is no specific format but the **Title** of your poster and **presenter's name** should be clearly visible at all times. Try to sell your results or ideas in the allotted time and invite your virtual audience to view your poster. Videos must be uploaded in **YouTube** using your own Google Account with the following title format "Conference: Title of Presentation-Name of Presenter". For example: **2022 ICAFMN: How to Do a Presentation?-Maria Cristina E. Falls**. **Videos must be set as Public**. The following are examples of videos.
  - 8.a. <https://youtu.be/FZoSVmr2Hoo>
  - 8.b. <https://youtu.be/5qYY69wXfQA>
  - 8.c. <https://youtu.be/DN46HwHXc1I>
9. **HOW TO UPLOAD THE e-POSTER and Introduction Videos.** All poster presenters (on-site or online) must upload electronic copies of their posters in **PDF** format in the SPVM website at <http://spvm.org.ph>. Filenames should strictly follow the format "VENUE-POSTER-CATEGORY-LASTNAME.pdf". For example "SPVM-POSTER-THEORETICAL PHYSICS-DELACRUZ.pdf", or "SPVM-POSTER-ICAFMN-DELACRUZ.pdf". Maximum of 1 PDF single page file is allowed. **The deadline for e-poster submission together with the YouTube link to your Introduction Video is on October 24, 2022.**
10. **COPYRIGHTS.** As posters and videos will be viewed publicly, participants are expected to exert utmost diligence on image licenses and intellectual property rights.