



## Presentation Guidelines for the UN/Brazil Basic Space Technology Symposium

### Oral Sessions

Oral sessions will be organized in a manner that provides every presenter a specific time slot (**duration: 10-15 minutes**). Chair of each session is responsible for enforcing these time limits.

#### All participants that will present at a specific session:

- **Must** give their presentations to the Chair before the session. Participants will not be allowed to connect their own laptops, etc. to the projection equipment.
- **Must** be ready at their designated seats before the session starts
- **Are expected** to use their time efficiently and stay in the time limits
- **Can** request changes in their presentation time based on their itineraries before **August, 24<sup>th</sup>**. Except documented necessity or the force majeure, presenters will not be allowed to change their time slot in the program.

Any presenter, who fail to fulfil these conditions will be assumed to have forfeited his/her right to present and will not be given another chance to present.

### Poster Sessions

Poster sessions will be organized in a manner that provides every presenter a specific time slot along with a reasonable number of simultaneous presenters to allow for a structured presentation. According to the final number of poster presentations, each poster may be allowed to present in more than one session.

The poster size should be **at most A0** (recommended) and **at least A1**, while the poster **orientation should be portrait only**.

Each presenter will be responsible for hanging their poster on the board assigned to them before the beginning of their session and being available for delivering their presentation during the assigned time slot.

**Update:** Presenters DO NOT have to remove their posters immediately after their sessions. There will be enough poster boards for all the confirmed posters. Poster presenters may post their posters on the designated boards at any time before their session and may keep them posted until the end of the Symposium.

Presenters may request changes in their presentation time based on their itineraries before **August, 24<sup>th</sup>**. Except documented necessity or the force majeure, presenters will not be allowed to change their time slot in the program.