

LREC2012

Lütfi Kırdar Istanbul Exhibition and Congress Centre

Istanbul, Turkey

21 - 27 May 2012

Instructions to Authors and Presenters

Dear LREC2012 Authors/Presenters,

Please find here below some instructions for your presentation at LREC2012.

Guide for Oral Presentations:

1. All oral presentations will be 20 minutes in duration. Presenters should leave at least 3 to 5 minutes of the time for questions.
2. Presentation slides should not contain small fonts or small figures and should be of high contrast.
3. Try to use no more than one slide per minute.
4. In oral sessions, **you must use the PC available in the room**, connected to a Data Projector. You should copy your presentation file to the PC beforehand for avoiding any loss of time during the session. Therefore, you should contact the technical assistant (his/her badge string is red) and/or the hostess in the room at least 15 minutes before the session starts (preferably during the break preceding the session) and provide him/her with the file of the presentation.

Guide for Poster Presentations:

1. Posters are distributed in parallel with 4 Oral Sessions and are allocated on allocated on the two floors of the Anadolu Auditorium Foyer (Poster 1 and Poster 2 areas correspond to the side corridors on each floor of the Anadolu Auditorium) within the Lütfi Kırdar Istanbul Exhibition and Congress Centre.

The time slot allocated for the sessions varies from a minimum of 1 hour and 20 minutes to a maximum of 1 hour and 40 minutes, during which you will have the opportunity to describe your work and interact with the interested conference participants. Posters provide an opportunity to discuss your topic in detail with a smaller audience whose interests are close to your own. Should your poster successfully arouse interest, please be prepared to answer more questions than in an oral presentation.

2. Posters will have to be prepared during the time slot allocated for the session preceding the one where your presentation is scheduled or, in any case, an hour before the beginning of your session.

The size of the actual poster panel is 150cm x 90cm, **to be oriented ONLY in a portrait format (150cm high x 90cm wide)**. The organizers will provide sticky tape for placing the posters on the boards.

3. Authors are requested to be in front of their poster at the respective Poster Session during the entire time slot. **You must absolutely remove your poster from the panel before leaving the room because another session will have to be prepared immediately after.**

4. We will provide a table for installing the demo **ONLY** for already scheduled poster+demo presentations. Please bring your own laptop **fully charged (you may not be able to plug it to an electrical socket)**.

We would like to remind you that there is no difference in terms of quality between the oral and the poster presentations, and there is no difference between them in the Proceedings. The choice of your paper's style of presentation was based on what would be the most informative and effective way to communicate the scientific contents of your paper. There will be Chairpersons both for oral and poster sessions.

Should you have any questions, please do not hesitate to contact us at the LREC2012 Scientific Secretariat within the Lutfi Kirdar Istanbul Exhibition and Congress Centre.

We would like to thank you for your participation in LREC and look forward to your presentation at the Conference.

Looking forward to seeing you in Istanbul!

Best regards,

LREC2012 Organising Committee