Dear Author:

As we enter the final phase of planning for EuCAP 2006, set for 06 – 10 November 2006 in Nice, France please be advised of a few important details:

ORAL PRESENTATIONS:
Specification and recommendations for oral presentations during EuCAP 2006:

1. Oral presentation duration: generally 20 minutes including questions. It is strongly recommended that speakers plan on a 15-minute presentation to allow 5 minutes for questions.
Please check the online programme to be sure about your presentation time.

2. Please prepare your presentations in MS PowerPoint or Adobe Acrobat format (only these formats will be accepted) and have it available on a disc or memory stick.

3.Each room will be equipped with a computer running Windows XP connected to an LCD projector available for the presentations. Authors should ensure that their presentations are loaded onto the computer in their assigned room before the beginning of the session. To facilitate checking your presentations, there will be a session secretary in every room at the Nice Acropolis.

4. We encourage you to submit your presentation in advance, so that we can check for compatibility and you don't have the added stress of handling this just before your presentation. It is best to do this during coffee breaks or on the early morning of the day you are scheduled to present. Please note that delivering your file does not guarantee that your presentation will work. Every author is ultimately responsible to check that his/her presentation works onsite at the conference, with the available technicians.

****Please note that delivering your presentation to the conference PC before-hand will ensure a smooth flow to the conference programme. With multiple parallel sessions per time period, it is best if all presentations are pre-loaded on the conference laptops, lowering the chance of delays.

6. It is recommended that you have a back-up presentation on a Windows XP readable CD-ROM, USB Memory Stick or standard PC formatted 3.5" (1,44 MB) floppy disc)

7. For performing the presentation, MS-PowerPoint 2003 or Adobe Acrobat Reader 7.0 under Windows XP will be used. It is highly recommended that your presentation will have a compatible format.

8. When using external files (movies etc.), make sure you put them in the same folder as your presentation. Then use these files when preparing your presentation. Copy the entire folder to the disc. Review these specifications when preparing your presentation. Under MS-PowerPoint 2003 you can use the "Package for CD." Menu under "File ".

9. Standard CODECS for Multimedia files (as provided by a standard installation of Windows XP) are available.

10. Use standard fonts (Arial, Times New Roman, and Courier New). Under MS-PowerPoint 2003 you can embed Truetype fonts by marking the "Embedded TrueType fonts" option under "Package for CD -> Options. Please keep in mind that only Fonts will be embedded which do not have their own copyright limitations.

11. Presentations which have been created on a Macintosh or a PC running Linux shall be tested on a PC running Windows.

12. Don't use any kind of password protection on encoding/compression (zip, arc, tar etc) technologies!

Link tip: http://www.rdpslides.com/pptfaq/FAQ00559.htm

POSTER PRESENTATIONS:

Instructions for Preparing Poster Presentations for EuCAP 2006:

1. The poster authors will be provided 2 boards measuring 0,95m high x 1,88m wide each. Authors will be required to provide their own means of attaching the posters (pins, tape, or Velcro). The panels will be labelled with the corresponding number on the lists of posters, which can also been seen in the provisional programme currently posted on the conference website. Authors are kindly requested to set up their posters on the day of their presentation at 11:00 hours exactly on the date of their presentation, and to remove their posters the following morning at 10:30 am exactly to release the space for the next day's poster viewing. Poster authors should be present at their posters to answer questions from 15:30 until 18:30 during the assigned poster session.

2. Since the aim of poster sessions is to encourage questions and discussion, it should give an overall impression of the work accomplished and the results achieved, without too many details, which should be left for the text published in the Proceedings. Text should be easily readable from a distance of 1 to 2 meters and titles and headings from a distance of 3 to 4 meters. This corresponds approximately to the following letter size for capitals:

        - Title : 15 mm high (size 60)
        - Subtitles : 12 mm high (size 48)
        - Text et figure captions : 7.5 mm high (size 30)
          (see examples below).

Figures and illustrations should be easily legible from a distance of 1 to 2 meters. Avoid photos or drawings which are too small and detailed. It is advisable to provide an <u>identification</u> sign or banner showing the title of the presentation, authors' names, affiliation addresses and a short abstract. Poster presentations should emphasize points as motivations, goals, originality, methods, simulation, realizations, validations, perspectives, etc..

Authors should avoid at all costs to display a mere photocopy of the published text, even an enlargement.

3. Demonstrations. Authors may illustrate their presentation with the display of prototype devices, provided that no special handling or furnishing is necessary. WiFi connection will be available in Rhodes and Agora2 areas.

CONFERENCE ATTENDANCE:
In order to facilitate your access to the conference, we kindly remind you to register using the online system at <u>www.congrex.nl/06a08</u>, or at <u>www.eucap2006.org</u>, if you have not already done so.

Please note that submission of your abstract is not the same as registration for the conference. Everyone who wishes to attend the conference must register online. Please ignore this message if the registration form has already been submitted.

Should you require any further information please do not hesitate to contact us.

Looking forward to meeting you soon at EuCAP 2006,

Best regards,

ESA Conference Bureau
(on behalf of the organising committee)
Tel.: +31-71-5655005
Fax: +31-71-5655658
<u>eucap2006@esa.int</u>