

P450 Biodiversity and Biotechnology: Presentation Formats

General

If you have been accepted to present an abstract at this year's meeting, please follow the detailed instructions on preparing your presentation below. Please note that if you were accepted to present an abstract at the conference, your notification e-mail should specify whether you were accepted to give a talk or poster.

Poster Presentations

Poster Formatting

Posters will be displayed for the entire meeting, but you will only be required to attend your poster for one session. Posters CANNOT EXCEED 42 inches (106 cm) wide and 56 inches (142 cm) high. However, the size of display panels at this meeting is somewhat variable. Therefore, many presenters prefer to paste figures onto separate boards, rather than bringing a single large poster, to allow the presentation to be reconfigured depending on the exact space available.

All posters must have a title (in large letters) and author(s) names, and make sure that your poster is legible from a distance of at least 4 ft. (122 cm). Poster identification numbers will be supplied on the poster boards.

Poster Display

The poster sessions will be held in the Meigs Room in Swope Building. There will be 2 designated poster sessions, although posters will remain up during the entire conference. Posters should be attended during the designated poster session.

Poster Printing

In order to save traveling with a bulky poster tube, please consider having your poster printed here at WHOI, to be waiting for you on your arrival. The WHOI Graphics Department is offering a 10% discount to the conference.

Rates are:

\$9/sq ft for non-laminated, or \$11/sq ft for lamination
(\$9.63/ 10 dm² non-laminated, \$11.77/ 10 dm² laminated)

Please contact graphics@whoi.edu (1-508-289-2647) and mention the P450 meeting.

Oral Presentations

Format

Presentations will be 20 minutes long, with 10 minutes for questions and discussions. Although the majority of your talk should be devoted to unpublished material, remember that the audience consists of molecular biologists, biochemists, and modelers working on a diverse array of systems; please be sure to provide adequate introduction, explaining what questions you are asking and why your work is of interest. Please make sure that the text size and coloring is suitable to be viewed from the back of a large lecture theater.

If you have prepared your presentation in a format other than Microsoft Powerpoint or Adobe PDF, please let the organizers know at least 24 hours before your session is to begin. If anyone requires a slide projector or an overhead projector, please notify the organizers *at least 4 days prior to the beginning of the meeting*. Both Windows and Macintosh systems will be available.

The P450 Symposium organizers and Woods Hole IT staff would greatly appreciate having your presentation in advance of the start of the meeting. Having your presentation ahead of time will allow the MBL IT staff to organize and catalog the presentations, thus making registration go more smoothly and hopefully avoiding any last minute on-site problems. Regarding this, we would like to make a special plea to those of you who are giving presentations on the first day to make a special effort to get your presentation to us ahead of time. Although our preference is to have your presentations in advance, you will still be able to upload from flash drives or CDs at registration as well as make last minute changes to previously uploaded presentations. Electronic files should be presented to the audio/video coordinator at least 30 minutes prior to the start of each session.

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Problems or questions about the site, please contact webdev@whoi.edu