

## Oral Communication Guideline

- All oral communications (O) have been allocated a 20 minute time slot, including the presentation itself, questions, and transitioning to the next speaker. It is suggested that speakers design on a 15-18 minute presentation to let for a least a couple of questions, it is vital to strictly follow to this recommendation. To save some valuable time, **do avoid** extensive introductions bearing in mind that your audience will be rather familiar with the theme of your talk. Please also **avoid** institutional or laboratory presentations.
- The **principal auditorium meeting room** will be equipped with a personal computer to accommodate PowerPoint and PDF presentation formats with Quicktime, Avi, and other movie formats. *Please send the presentation file in advance your presentation and test with the staff all the animations and videos to assure correct performance during your speech.*
- Authors must load their presentations onto the designated computer Technical desk at the Postgraduate building, preferably (if possible) on the day before their session. The presentations will be transferred to the computer in the room where the sessions take place. **Contributors will not be allowed to connect their own computer to the projection system.**
- Presentations can be loaded onto the computer in the Technical Desk via either CD-ROM or USB flash memory stick. It is strongly urged that you try reading the CD you have created on another computer (with a standard CD-ROM drive) to maximize the probability that the CD can be read by the presentation computers. If your presentation was created in a Mac system please inform to the desk help.
- Please try to minimize any potential problems by taking advantage of redundancy whenever possible: save and bring your presentation in multiple formats (e.g. PowerPoint and Adobe pdf), store your presentation in more than one media (e.g. a CD and a flash memory stick, e-mail etc.), and hand carry your presentation during travel.

## Poster and Poster Communication Guidelines

- The logos of 5th Latin-American congress of photocatalyst should be included in the left part and the logos of the participant institutions in the right part.
- The title of work, the participant names, the institution address, the area themes and the number of work should be included at the beginning.
- Short introduction, methodology, relevant results, conclusion and five references should be included in appropriate size letter, preferentially number of 18 - 28. Take to account that results and conclusions are the most important information.
- The graphical and images should be colored, clear and concise with adequate size, showing the essential of work.
- The size of the board is 100 cm width x 250 cm height; the poster size should be **90 cm width x 120 cm** height.
- Posters should be placed from 11am during the 1<sup>st</sup> coffee break.
- Posters will be attached to corkboard or brads provided for the responsible of room locations.
- In the case of **Poster Communication**, each presenting author should give a short communication of 5-10min. about the poster work.
- Remember that placing the poster in time, giving a short communication and attending to the poster will be considered during the evaluation for award to the best poster.
- When the poster session is finished, each presenter will remove their poster from the respective board.