FBASM 2016

FACULTY OF BIOLOGY ANNUAL SCIENTIFIC MEETING

Iași, 20th - 22nd of October 2016

AUTHORS GUIDELINES

Contents

ABSTRACT SUBMITION

The registration process and abstract submission are exclusively on-line on the conference website http://www.bio.uaic.ro/sesiune/2016/

PREPARE YOUR ABSTRACT

The abstract must include the following structure:

Title - Concise and informative, do not exceed ***200 characters***. Avoid abbreviations and formulae where possible.

Authors - Last name, First name initial. Affiliation index; etc. (E.g.: *Smith, A. 1; Doe, J. 2*). Do not use superscript or letters to indicate the affiliation index.

Affiliations - Afiliation index - Author afiliation, email (E.g.: *1- Faculty/Department, University/Institute, youremail@domain.com*)

Corresponding Author - Clearly indicate who will handle correspondence at all stages of refereeing and publication, also post-publication (E.g.: *Last name, First name initial.*).

Corresponding email address - Ensure that the e-mail address is given and that contact details are kept up to date by the corresponding author.

Abstract - Do not exceed the maximum number of characters allowed (***2500 characters with space***).

AUTHORS GUIDELINES FOR ORAL PRESENTATIONS

Each oral presentation is allocated an 8 to 10 minutes' time slot, with an extra 2 minutes for discussions. Please kindly check the program for the time allocated for your presentation.

Plenary lectures are allocated up to 30 minutes and invited talks - 15 or 20 minutes. Since the conference schedule is tight, Session chairs will need to strictly enforce these timings.

You should mark your presence by uploading your presentation at least 1 hour before session.

You are required to bring your presentation in Power Point format (all Microsoft Office versions up to 2016)[1] to the conference on a USB stick.

Speakers Presentation Check zone, equipped with PCs and staffed, will be available close to the Registration desk. You should visit this area and upload your files before or latest by 1 hour prior to your session of presentation. You can change your presentation up to 1 hours before your session starts.

You should meet your session chair in the presentation room 5 minutes before the beginning of your session. You are requested to be in attendance for the whole session and take your seat in the front row of the session room.

You are responsible for advancing your slides during your presentation.

Each session room will be set up with the following audio visual equipment:

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[1] Note: Please make sure, your presentation is compatible with Microsoft Power Point version 2010

Laptop, with minimum Microsoft Office 2010 installed

Data projector and screen

AUTHORS GUIDELINES FOR POSTER/e-POSTER PRESENTATIONS

POSTERS

Posters must be displayed continuously throughout the whole Conference.

Authors are provided with a particular poster presentation session time and are expected to stand next to their poster during this time.

Poster assessors/markers are expected to attend the scheduled poster sessions so they can question/clarify aspects of the posters where appropriate with the authors and score the relevant posters.

Please note: that commercial sponsors can be acknowledged, but their logos must not be prominent on the posters.

POSTER GUIDELINES FOR AUTHORS

Language:

The poster must be written in ENGLISH. Please be available by your Poster throughout the Poster Session to which you have been assigned (see your confirmation letter).

Poster Content:

Each poster should contain the following elements:

1. A short, descriptive title (no abbreviations in the title)

2. Full names of contributing authors

3. Address of institution

4. An introduction

5. Sections on methods, materials, results, and the purpose of the study

6. A conclusion (The conclusion is by far the most important part of the poster – the message should be clear and simple, emphasising implications for practice)

7. <u>**The poster must not exceed 80 cm wide and 132 cm high (Portrait)**</u>

8. Text, tables and drawings for figures should be large enough to be seen at a distance of 2 metres. Illustrations should be used to convey important points; diagrams, graphs, bar charts, scatter grams, pie charts and photographs will enhance your presentation. Make short statements and avoid long explanatory sentences.

Please note that industry or commercial advertising is not allowed on poster presentations, and that posters prominently displaying company logos or trade names may be removed from display, or have the company name covered.

Materials:

In order to fit the poster board, your poster should not exceed **80 cm wide and 132 cm high (Portrait)**. Prepare your material beforehand so that it will fit neatly into the space available and can be easily attached to the board. The Conference organisers will provide suitable fixing materials, and on site assistance will be available to help you to display your poster.

Mounting your Poster:

The Poster Area will be open for the mounting of posters usually on the Thursday afternoon prior to the conference opening ceremony. All posters should be set up by 9:00 on Friday, prior to the Conference Opening and MUST remain in place until 19:00 when the conference closes.

Removing your Poster:

All material must be removed by the owner of the poster at the end of the Conference. Conference Organisers cannot accept responsibility for any material left behind. The organisers are not responsible for loss or damage to those posters that are not removed by authors within the times of dismantling as indicated above, posters left at the end of the conference will be automatically destroyed.

e-POSTERS

The conference will feature also electronic posters (e-poster) format

Last Date for Submission of e-Posters: 15th of October 2016

E-poster is a stand-alone PowerPoint presentation, displayed on monitor screens.

The e-poster includes text, figures and images, just as in traditional Power Point presentations.

How to prepare e-Posters

Poster should be made in Microsoft Power Point slide format (all Microsoft Office versions up to 2016).

The aspect-ratio should be 3 x 4.

All images and graphics should be integrated.

The maximum size for poster file is 5 MB. Larger files will not be accepted.

Total Number of slides allowed – up to 10. If extra slides are submitted the last ones will be deleted to meet the requirements.

Recommended fonts are: Arial, Book Antigua, Bookman old style, Garamond, Georgia, Helvetica or Times New Roman.

The first slide should contain the title of your paper, authors' names, institution, city, country, and e-mail address of the presenting author.

Next slides should contain Introduction, Purpose, Materials and Methods, Results and Conclusion.

 *Note: Please make sure, your poster is compatible with Microsoft PowerPoint version 2010.

How to submit e-Poster

Submit your electronic poster by emailing the PPT file to sesiunebiologie@gmail.com

Last Date for Submission of e-Posters: 15th of September 2016

Please note – before sending the e-poster, at least one of the authors must register and complete the payment of the registration fee.

When can I view e-Posters?

The e-Posters will be uploaded to the conference website http://www.bio.uaic.ro/sesiune/2016/ and will be available for viewing at any time during and after the conference.

During the conference, you can view the posters from your own computer with an internet connection, or use one of the computers located in the conference e-Poster area at a time convenient to you. Every registered participant will receive a password to enter the e-Posters virtual library.