

4th IMEKO TC 18 Symposium
Measurement, Analysis and Modelling of Human Functions
Prague, June 14–16, 2010

Conference hall – Technicka 4, Prague

Author's Instructions

Instruction for oral presentations:

1. Power Point on IBM-PC (MS Windows XP with MS Office 2003) with computer projector and overhead projection are available in the conference hall.
2. **You will have a 15 minutes time slot for your presentation and 5 minutes to answer questions from the audience.** There is a time schedule and the chairman will keep track of this.
3. Presentations should be prepared as a **PowerPoint file to run on a PC compatible with Microsoft Office 2003.** This program will run PowerPoint 2003 and all previous versions of PowerPoint.
4. All presentations must run on the Windows operating system. Conference computer will run on Windows XP. If it is possible, please create your presentation on the same version of Windows or at least test it on Windows XP before submitting it. Otherwise errors may occur in your presentation at the symposium.
5. You will be also able to connect your laptop directly to the projector in the conference hall. However, please kindly check the compatibility before the session starts and be prepared to bring your file also on a transferable format (usb flash disk, CD, etc.). If you have a Macintosh computer, it can be plugged in having a conventional, 15-pin socket. If your computer does not have this connection, please bring an appropriate converter with you.

Instructions for poster presentations:

1. There is the poster session organized in the afternoon of the 14th June.
2. Posters will be on display in the poster area in front of the conference hall.
3. **Recommended dimensions of the posters are 80 cm wide x 110 cm high.**
4. Material for mounting posters will be provided in the poster area.
5. Posters should be brought to the meeting by the authors.
6. **Authors are requested to be present at their posters during the poster session for which their poster has been scheduled.**
7. A headline strip on the poster should include the title, authors, organizations and addresses.
8. The poster should contain: Introduction, Method, Results and Discussion. The data should also be understandable without oral explanation.
9. Posters should be designed in a way that everything is readable from a distance.