SUBMISSION OF PRESENTATIONS, POSTERS AND OUTLINE PAPERS.

Electronic versions of abstracts, presentations, posters and conference papers will be collected and handed out on a USB stick to the participants of the conference.

Your presentation or poster will not be saved on the USB stick, unless you indicate clearly that you agree that we will load your presentation or poster onto the USB stick.

ORAL PRESENTATION GUIDELINES

For the regular other oral presentations, presentation time is 20 minutes, plus 5 minutes for discussion.

You will likely want to present slides. These can be in PDF or PowerPoint format. Please do not use non-standard fonts to avoid incompatibility problems with the computer in the room that is used for the presentation. The slides will be uploaded to the computer in the room. We recommend that you also take along your presentation slides on portable media. In principle you will not be able to use your own laptop to present your slides on the screen. Please contact us if you have specific requirements. Please take care to not prepare too many slides.

Your presentation should be sent to the organizers before 11 March 2017. *Please explicitly indicate in the email with your presentation if you give permission that the presentation will be saved (in PDF format) to the USB stick that the participants receive.*

OUTLINE PAPER GUIDELINES

Authors of selected abstracts are asked to submit an outline paper (1000 words and 2 figures/tables) for the seminar proceedings. After the seminar, authors of selected outline papers will be invited to submit a full paper for peer-review and potential publication in *Water Science and Technology*.

Please format your paper (maximum 1000 words, page size A4) according to the IWA template and send it in formatted form as a PDF file (and preferentially also in Word format) to the organizers.

Deadline for submission of your paper is 10 March 2017. Outline papers will be saved on the USB stick

POSTER GUIDELINES/TIPS

You can use the poster template for the layout of the poster. Below you can find guidelines/tips that will help to make the poster better readable.

The posters will be judged by the participants for a 'best poster' award.

If you email your poster before 11 March 2017 and if you explicitly indicate in the email that you give permission to save the poster, it will be saved (in PDF format) to the USB stick that the participants receive. Please use PDF format.

GENERAL INSTRUCTIONS

- Poster size should be **A0 portrait oriented (width: 84.1cm / 33.1 inch, length: 118.9cm / 46.8 inch)**. Do not exceed these dimensions. Providing A4 takeaway versions of your poster is also encouraged
- Apply the KISS principle: 'Keep it Short and Simple'. Avoid putting too much text and figures on the poster.
- Your poster is a *visual* aid to present your work. It should contain max. 350 words, preferably less. Visual elements such as graphs, diagrams, figures should dominate.
- Use a light colour background and dark colour letters for contrast. Use 2-3 colours and avoid overly bright colours.
- Your poster should help you convey your message. If your presentation was selected for poster-with-pitch, then please prepare a poster pitch (short presentation without PowerPoint slides) of 2 minutes in which you tell your audience the main objective, hypothesis, methods, results and conclusions. Be prepared to provide more information to those who ask specific questions.

FONT SIZE & TYPE

- The poster must be easily readable from 2 m distance.
- The title should be at least 100 pt, font size the text on the poster at least 36 pt.
- Don't mix fonts, choose one font for all text blocs in the entire poster. You may wish to use a second font for title + headings and figures and tables.

TEXT ELEMENTS

- Use text sparingly. Your poster is not a paper, and there is little time for visitors to read. Let the graphics do the speaking.
- Use columns of max. 70 characters (including spaces) width. Avoid large blocks with text and long sentences (<10 sentences per block; <50 words per block).
- If possible use bulleted statements rather than blocks of text.
- Avoid abbreviations. When abbreviations or codes are necessary, keep them as simple as possible.
- Choose the line spacing such that the use of sub- and superscripts will not affect the layout of text blocks.

POSTER SECTIONS

- The *introduction* should contain 3 to 5 sentences outlining essential information necessary to understand the study and why it was done.
- The *objectives* of the study, the research questions or the hypothesis should be clearly stated in as few words as possible.
- Outline your *methods* briefly, as short and general as possible.

- *Results* should be presented preferably as graphs. They should be self-explanatory and therefore please provide a clear legend including symbols. You may also want to provide an interpretation of the results below each panel.
- The *discussion and conclusions* should be succinctly stated on large type font. Many viewers read the conclusions first, and many viewers read your conclusions only. Hence the main conclusions should be easy to locate and easy to understand.
- Indicate in the conclusions:
  - o Do your findings confirm your hypothesis?
  - o The novelty of your findings.
  - o Their relevance beyond your study.

FIGURES AND GRAPHS

Figures are highly preferred above Tables.

- Graphs or tables should be self-explanatory and therefore please provide a clear legend including symbols. Put legends *above* a table and *below* a figure.
- Keep legends short (10-25 words).

FIGURES

- Properly label the x- and y-axis of graphs, include units.
- Keep graphs as simple as possible.
- Include the results of statistical analyses (significance levels) in the graphs by using discriminating letter codes (a, ab, b) or asterisks (*, **, ***).

TABLES

- Do not use Tables that contain more than 20 items. Complex data should not be included in your poster but may be provided in a separate information sheet.
- Do not give more decimals than necessary to show meaningful variation.

REFERENCES AND FURTHER READING

Gosling PJ 1999 Scientist's Guide to Poster Presentations. Kluwer Academic / Plenum Publishers, New York, USA.

Malmfors B, Garnsworthy P and Grossman M 2000 Writing and Presenting Scientific Papers. Nottingham University Press, Nottingham, UK.

San Francisco Edit 2013 Developing an Effective Poster Presentation. http://www.sfedit.net/poster.pdf (visited: 17-05-2016)

CONTACT DETAILS

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NOTES

Outline paper template and poster template are adapted from the Eastern European Young Water Professionals Conference: http://iwa-ywp.eu/procedure-for-submission/
Poster guidelines/tips are based on the guidelines for the ISME2016 conference: http://www.isme-microbes.org/isme16/poster-guidelines