



**NECESSARY
INFORMATION
ABOUT THE
CONFERENCE**

GENERAL INFORMATION

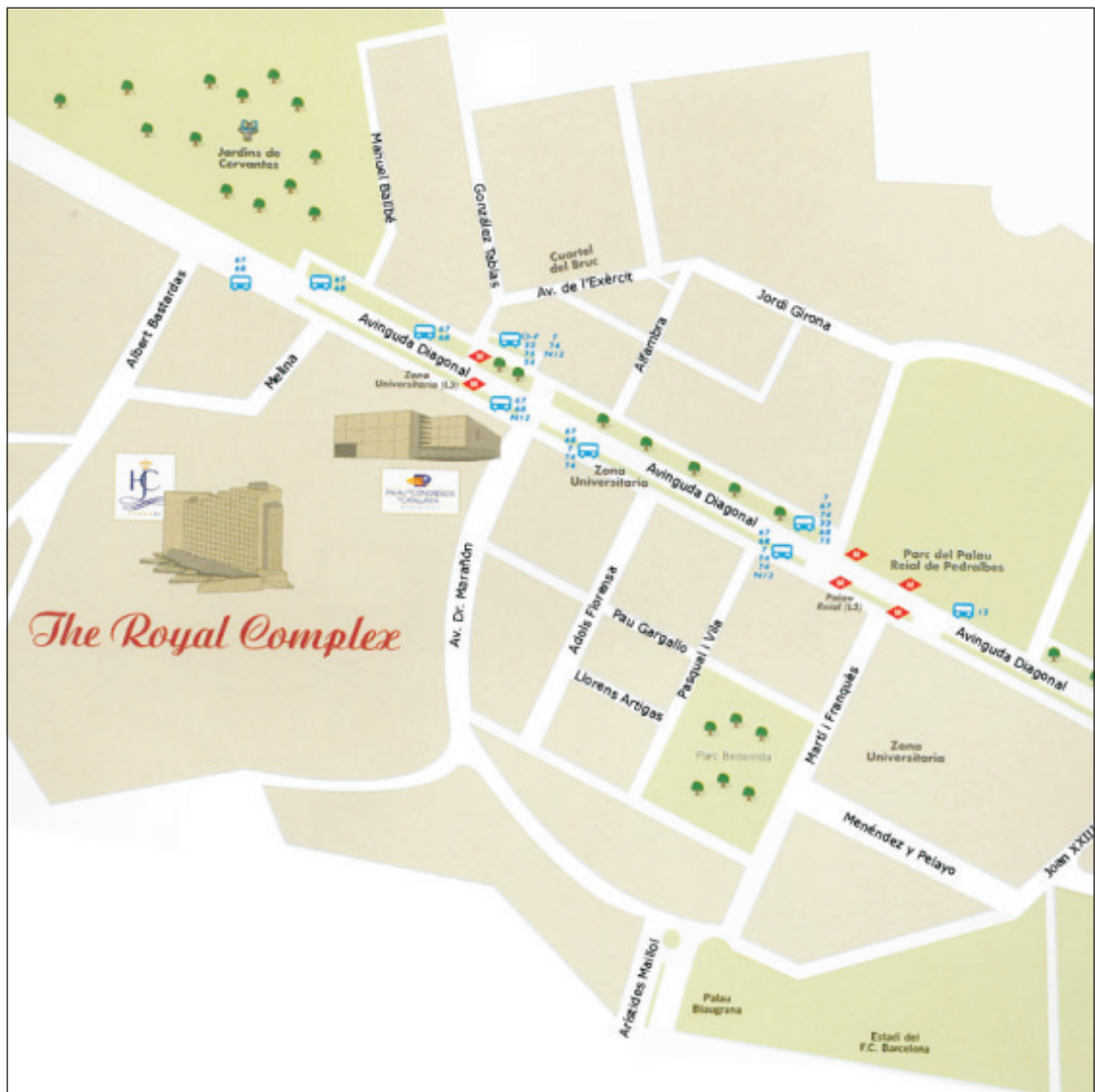
VENUE

CATALONIA PALACE OF CONGRESSES

Avda. Diagonal 661-671

08028 Barcelona

Tel. 34 93 364 44 00





GENERAL INFORMATION

INTERNATIONAL OTTAWA CONFERENCE INFORMATION DESK

The Conference information desk, located on the Catalonia Palace of Congresses, is the point of contact for the assistants with questions or problems concerning function room setups, reception times, program and locations.

The information desk will be staffed during registration hours.

REGISTRATION

Catalonia Palace of Congresses

DATE	TIME
Sunday 4 July	12,00p-19,00p
Monday 5 July	08,30a-13,00p / 15,00p-19,00p
Tuesday 6 July	07,30a-13,00p / 14,30p-18,00p
Wednesday 7 July	08,00a-13,00p / 14,30p-18,00p
Thursday 8 July	08,00a-14,00p

INTERNET KIOSKS

A computer kiosks with Internet access are available to participants at the room K4, in the Catalonia Palace of Congresses. The kiosks are available at the same timetable of the Conference program. Participants must have an Ottawa Conference meeting badge, delivered with Conference Packs, to use the kiosk.

LANGUAGE OF THE CONFERENCE

English will be the official language. On Plenary Sessions, translation to the spanish and french will be provided.

SPEAKER READY ROOM

A limited assortment of projection equipment is available during registration hours at the room K3 in the Catalonia Palace of Congresses for speakers' use in reviewing their presentations.



INFORMATION about SCIENTIFIC PROGRAM

PRE-CONFERENCE WORKSHOPS

Morning, afternoon and full-day workshops will take place on Sunday 4th July and Monday 5th July. Admission is only previous booking through the website. Admission tickets will be included in the conference packs. Please see overview the program for workshops and rooms.

PLENARY SESSIONS

There will be scheduled five plenary sessions and will take place at the Auditorium of the Catalonia Palace of Congresses. Please see the planning or program for details of sessions and locations. As English will be the official language, translation to the spanish and french will be only provided on Plenary Sessions.

COMPLEMENTARY SESSIONS

Three simultaneous Complementary sessions are scheduled after Plenary Sessions. Please see the planning or program for details of sessions and locations.

ORAL PRESENTATIONS

Short oral presentation sessions are scheduled on Tuesday, Wednesday and Thursday simultaneously. Please see the planning or program for details of sessions and locations. Each session will have a chairperson. We encourage you to stay for a whole session and take part in the discussion at the end. Each presenter has a 10 minute presentation followed by 5 minutes for discussion. A 15 minutes period has been also scheduled at the end of most sessions for a general discussion.

INTERACTIVE POSTERS

Each presenter will have 2 minutes to expose the presentation into the suitable room. Afterwards, there will be a general discussion about topic themed during the Session.

POSTER SESSIONS

Posters sessions are a very important part of the Conference. The posters will be available throughout the Conference, at poster Exhibit Area, that will start on July 6th at 8,30 am. Posters must have a maximum size of 90cm (width) X 120cm (high). The setting up and the removal of poster should be done by the authors. Poster assistants will be present for any information or help. All participants are invited to attend Posters which will be set up in themed groups. See the plan with details of sessions and location of poster boards.

PARALLEL SESSIONS

Parallel Sessions will be chaired by internationally recognised experts on the topic, aided by a couple of collaborators, that are devoted to go more deeply into extremely contemporary, important and urgent subjects which haven't been addressed enough at plenary or complementary sessions.



INFORMATION about SCIENTIFIC PROGRAM

WORKSHOPS

Workshops sessions of one hour and a half, that are envisaged as very interactive, not for attendants just to listen to but to actively participate in an up to 20-30 participants' group.

INFORMATION ON PLENARY, COMPLEMENTARY, ORAL PRESENTATIONS, INTERACTIVE POSTERS, POSTER, PARALLEL SESSIONS AND WORKSHOPS

INFORMATION FOR THE PRESENTER

Presentation viewing area: Room K2 may be used for checking Computer Projection and for consultation with Informatics Technician staff on PowerPoint presentations.

Slide projection and over head projector: Please note that slide projection are not provided in any room.

Computer projection: A data projector/beamer and a computer are available in all presentation rooms. We request to use the computer provided rather than your own laptop, in interest of time. All computers are equipped with Windows and Office XP with PowerPoint 2003. Please follow the following instructions:

- Save your presentation in PowerPoint 2003 (or in an older/lower version);
- Bring it on a CD-ROM clearly marked with your name and session/presentation number, or on a USB memory stick, for loading onto the computer in the appropriate room. Floppy drives and Zip drives are not available.
- Arrive at presentation room 30 minutes before the beginning of the session, to load your presentation in the room where your presentation will take place.
- Introduce yourself to the chairperson at least ten minutes before the scheduled session starts.
- Respect strictly the time you have been provided for your presentation. The chairperson will remind you when your time limit has expired asking the audience for questions.
- Please speak slowly and clearly;
- Ensure your Presentation is clear, that there is not too much text to read. Use a type large enough to be legible for those sitting at the back of the room.
- It is appreciated by the audience to have a single page handout, giving the key messages form your presentation. As a rough indication you could expect around 30-40 participants.

INFORMATION FOR THE CHAIRPERSON ON ORAL COMMUNICATION

- Arrive 10 minutes before the session starts. Check that the presenters are present;
- Introduce each speaker according to the program, and tell him/her when the allocated 10 minutes presentation period is over (a timer will be provided);
- Allow 5 minutes for discussion between presentations;
- If a speaker is not present, start the next presentation and add this time to final discussion if it is needed;
- Lead off the discussion at the end of the session;
- Sum up the session to a close and thank participants.



INFORMATION about SCIENTIFIC PROGRAM

INFORMATION FOR THE CHAIRPERSONS ON INTERACTIVE POSTER

- 10 minutes before the session starts, check that the presenters are present;
- Introduce each speaker according to the program, and tell him/her when the allocated 3 minutes presentation period is over (a timer will be provided);
- Allow 5 minutes for discussion between presentations;
- If a speaker is not present, start the next presentation and add this time to final discussion if it is needed;
- Ask to lead off the discussion at the end of the session and to sum up;
- Close and thank participants.

INFORMATION ON POSTER SESSIONS

INFORMATION FOR PRESENTER

Mounting your poster: Posters should be maximum height of 120 cm and maximum width of 90 cm (ie portrait). Fixings will be provided. Each board will be marked with the number and title of the poster. Posters may be mounted from 08,30 hrs on Tuesday 6 July and should be removed by 13,00 hrs on Thursday 8 July.

Tips for preparing posters:

- The poster should be eye-catching, attractive and not cluttered with unnecessary information. It should communicate well the key messages. Colour and different type styles should be used judiciously in order not to detract from the content.
- **Content:** The poster should have a logical sequence and be understandable by non-experts in the field, with any abbreviations initially explained.
- **Title:** The title should be clear enough to read from 5m, with letters approximately 5cm high.
- **Text:** The text should be laid out attractively, using a range of font sizes. The smallest type should be legible from at least 1 m. Consider using bullet points as appropriate. Graphical representation is preferable to large amounts of text.
- **Figures and photographs:** Should be of good quality and large enough to be visible from 1 m. Figures and tables should have legends that give adequate explanation.
- **Contact details:** Full contact details for further information should be included, with an email address wherever possible.
- **Suggestion:** During the time devoted to poster exhibition we suggest authors to be beside her/his poster for deeply information of those interested.

INFORMATION ON CONFERENCE WORKSHOPS

Workshop sessions - each with simultaneous workshops and groups - are scheduled for Tuesday, Wednesday and Thursday. Please see the planning sessions or program for workshops details of sessions and locations.