

**LREC 2018**  
**Phoenix Seagaia Resort , Miyazaki – Japan**  
**7-12 May 2018**

Dear LREC 2018 Authors/Presenters,

Please find here below some instructions for your presentation at LREC 2018.

**Guide for Oral Presentations**

1. All oral presentations will be 20 minutes in duration. Presenters should leave at least 3 to 5 minutes of the time for questions.
2. Presenters should introduce themselves to the Chairperson before the beginning of the session.
3. Presentation slides should not contain small fonts or small figures and should be of high contrast.
4. Try to use no more than one slide per minute.
5. In oral sessions, you must use the PC available in the room, connected to a Data Projector. You should copy your presentation file to the PC beforehand for avoiding any loss of time during the session. Therefore, you should contact the technical assistant and/or the hostess in the room at least 15 minutes before the session starts (preferably during the break preceding the session) and provide him/her with the file of the presentation.

**Guide for Poster Presentations**

1. Posters are distributed in parallel with 4 Oral Sessions and are allocated on two Areas which are called **Area 1** and **Area 2** (please see the programme online). You will find directions for the two Poster Areas when you arrive at the Conference Centre.

The time slot allocated for the sessions varies from a minimum of 1 hour to a maximum of 1 hour and 40 minutes, during which you will have the opportunity to describe your work and interact with the interested conference participants. Posters provide an opportunity to discuss your topic in detail with a smaller audience whose interests are close to your own. Should your poster successfully arouse interest, please be prepared to answer more questions than in an oral presentation.

2. Posters will have to be prepared during the time slot allocated for the session preceding the one where your presentation is scheduled or, in any case, an hour before the beginning of your session.

The size of the actual poster panel is 150cm x 90cm, **to be oriented ONLY in a portrait format (150cm high x 90cm wide)**. The organizers will provide material for placing the posters on the boards. Pagina 2 26 April 2018

3. Authors are requested to be in front of their poster at the respective Poster Session during the entire time slot. You must absolutely remove your poster from the panel before leaving the room because another session will have to be prepared immediately after.

4. We will provide a table **ONLY** for already scheduled poster+demo presentations. Please bring your own laptop **fully charged (you will not be able to plug it to an electricity socket)**. We would like to remind you that there is no difference in terms of quality between the oral and the poster presentations, and there is no difference between them in the Proceedings. The choice of your paper's style of presentation was based on what would be the most informative and effective way to communicate the scientific contents of your paper. There will be Chairpersons both for oral and poster sessions.

Should you have any questions, please do not hesitate to contact us at the LREC 2018 Scientific Secretariat (room Gibraltar) within the Conference Center.

We would like to thank you for your participation in LREC and look forward to your presentation at the Conference.

Seeing you in Miyazaki!

LREC 2018 Organising Committee