ABSTRACT GUIDELINES FOR ORAL PRESENTATIONS

The most important: all abstracts **must** be submitted only electronically, according to the appropriate deadliness, to info@andreajuncos.com

Language: English

Title: in lowercase, bold, Arial 11. Max. 150 characters.

Surname and Name of author/s. Arial 10. Indicate surname (complete) and the initials of the first and middle (if any) names, separated by a comma, from the surname. Example: Jones, J.R.

Affiliation: indicate the institution or working organization of the speaker.

E-mail: indicate e-mail address of the speaker.

Keywords: include between three and five keywords

Content: up to five (5) A4 pages are allowed, including Tables and Figures. Font and size: Arial 10. Line spacing: 1.15, with automatic spacing between paragraphs.

Bibliography: the citation of the bibliography must be summarized, indicating author/s, year, title and publication data (journal, book, etc.).

Acknowledgments: optional.

TECHNICAL REQUIREMENTS FOR THE POWER POINT PRESENTATION

The speaker must prepare his/her presentation according to the following technical indications:

1. For presential presentation CD or PEN DRIVE can be used. Every speaker must be present at the speaker's room at least 2 hours in advance of his/her presentation, in order to check, with the audiovisual technician, the correct performance of his/her presentation. Being punctual is very important to avoid difficulties and to ensure a smooth and enjoyable session.

2. For virtual presentation all PPTs must be submitted only electronically, according to the appropriate deadlines to info@andreajuncos.com in order to check with the audiovisual technician the correct performance of his/her presentation. This is very important to avoid difficulties and to ensure a smooth and enjoyable session. Part of the feeling of being present involves having a perfect visual and audio experience; so, a video and audio test will be held before the event. We recommend: 1) use a good quality camera and headphones, ensuring a solid Wi-Fi connection configured accordingly; and 2) alternatively, look at the camera to make the public feel that they are really being talked to. ¡It is important that your Presentation is shared before the day of the event with the Live Streaming production, according to the appropriate deadlines to info@andreajuncos.com! Remember to give them permission so that they can access and be connected with you at the same time to follow your reading of your presentation and include it in the live broadcast. **IT IS VERY IMPORTANT THAT YOU DO NOT SET THE PRESENTATION MODE ON.**

3. The presentation must be prepared –**no exception**- in PowerPoint form

4. Use standard font style (typography). Language**:** English. Presentations must be clear, dynamic and concise. Assemble them according to the time agreed with the organization.

5. In the case of graphics that include numbers or figures, they must use large and clear fonts (read from a mobile device). Design attractive slides for the viewer's eye. Use all available resources to keep the attention of the audience.

6. The photographs used must be of good quality and size.

7. If your PPT presentation is loaded in a "Macintosh", it must be converted to PC format. *This step can be ignored if the speaker brings his own "Macintosh", with its respective adapters to be directly connected to the multimedia projector.*

8. In case the presentation contains videos, they must be loaded in Windows Media format (.avi, .wmv) .MPEG (.mpg, .mpeg, .mpe, .mpa, .m1v, .mp2, .mpv2, .mp2v). The **DIVX, DVD, Real Player, VCD and Quick Time video formats are not compatible** with the program Microsoft Power Point. In the case that the selected format is mpeg it is recommended that the audio track be in MPEG Layer II.

LIVE STREAMING DAY GUIDE - REMOTE SPEAKERS

Space: bright and quiet place with a clean background avoiding images or objects.

➜ Yes	x Not really

The lighting: it is very important that the light sources (for example windows, lamps, etc.) are located in front of you (illuminating your face) and NOT behind your back (since otherwise a backlight effect is produced and your image remains dark)

➜ Yes	x Not really
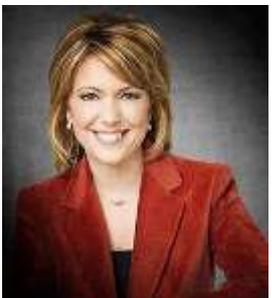
Sound: choose a quiet space, where there is as little noise as possible. It is highly recommended that you use an external microphone (connected to your computer) or headphones with a headband microphone. Or in which case you use the microphone internal of your notebook. ALWAYS verify that the volume of your computer's microphone is high enough so that the sound is heard clearly, without having to raise or force your voice.

Your notebook: it is recommended that you have your computer plugged in with the charger.

It is also important that you only have open the applications / programs that you are going to use. Before going live, make sure your microphone and webcam are connected and working. You will verify all the equipment with the production.

How long before you have to connecting to start? enter the link provided about 30 or 20 minutes before the live broadcast to verify all the technical aspects. The director of the live broadcast can speak to you during the broadcast and their voice will not come out on the Live Stream (it works like an intercom). At the beginning of the broadcast, we will ask you to have the videoconference program open and the Slide presentation in another tab or window.

It is advisable to wear clothing that does not have patterns such as vertical, horizontal, or squared lines; since these reasons hinder the correct approach of the image on camera. Don't wear clothing that has high-profile brand logos. Keep in mind that the clothing looks neat.