



2017 CORESTA JOINT STUDY GROUPS MEETINGS

SMOKE SCIENCE / PRODUCT TECHNOLOGY

8-12 October 2017
Kitzbühel, Austria

AGRONOMY & LEAF INTEGRITY / PHYTOPATHOLOGY & GENETICS

22-26 October 2017
Santa Cruz do Sul, Brazil

INSTRUCTIONS FOR ORAL PRESENTATIONS

Each oral presentation has been allocated a maximum of 20 minutes - **including time for questions**. In order to be fair to all presenters, session chairmen will ensure that oral presentations do not exceed the allotted time.

The following logistical points apply to all oral presentations:

1. To help session chairman introduce your presentation, please send a short two-sentence résumé (name, expertise, company, position within company) and electronic photo to the CORESTA Secretariat at least ten days before the event.
2. Please also prepare one or two questions you may wish to be asked by the session chairman after your presentation and send these to the CORESTA Secretariat at least ten days before the event.
3. For optimum visibility, please prepare your PowerPoint presentations for projection with **slide size ratio 16:9**.
4. Only presentations created with Microsoft PowerPoint can be accepted.
5. If you wish to include a movie sequence in your presentation, this must be in Windows Media Player or Apple Quick Time format.
6. Please only use well recognised common fonts for your presentation (e.g. Times New Roman, Arial). This should avoid a number of potential formatting problems.
7. Please deliver your PowerPoint file to the Preview Room **the day before** your presentation.
8. Kindly note that PowerPoint presentations will be gathered and published in PDF format on the CORESTA website after the events unless the author advises otherwise (please see notes on Publication and Distribution of Documents).

SUBMISSION OF MANUSCRIPTS

The authors of abstracts selected for presentation should follow the procedure detailed below and are encouraged to send the full texts of their manuscripts before:

- **29 September 2017** for Smoke Science / Product Technology
- **13 October 2017** for Agronomy & Leaf Integrity / Phytopathology & Genetics

Manuscript Format

1. The manuscript must contain:
 - TITLE of ORAL PRESENTATION (IN CAPITALS) in English
 - Name of authors (underline author who will make the presentation)
 - Address of each author
 - Summary of up to 300 words in English
 - The rest of the manuscript must be in English
2. The total length of the manuscript should be approximately 8 pages, including the summary on the first page, tables, figures and references.
3. The manuscript should be sent in electronic format (either Word or PDF document), together with the Identification Form on page 4, to the CORESTA Secretariat before the above mentioned deadlines. A paper copy may be requested should any software compatibility problems be encountered.



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INSTRUCTIONS FOR THE PREPARATION OF POWERPOINT PRESENTATIONS

Too much info kills info

- One idea per slide
Add more slides, do not add more on one slide
- Avoid complicated text and long sentences
The audience must listen to you, not read the text with you
What is said must complement, not repeat, what is shown
If you need to show much information at once, give the audience a few seconds before speaking

No more than 5 bullet points

- Show each bullet point in turn to avoid losing the audience's attention
Simplify = Magnify
- Use contrasts, arrows, or circles, to focus on the idea
In meeting rooms with two screens, a laser pointer loses half the audience

Handle visual effects with care

- Be consistent
Use the same font and colours throughout the presentation
Font and colour must reflect hierarchy
Communicate, do not decorate
- Be careful with effects
Be meaningful, not fancy
Attract, do not distract

Last but not least

- Test your slide show
Black on white may wear out the audience's eyes, use a soft background and dark text, or light shade text on black or dark background
Check legibility with a beamer and large screen

Print-outs

- Slide shows are meant to be projected, not printed.
Comments should be:
 - *In the full manuscript*
 - *In the comments area of the PowerPoint presentation (which can be "printed" in pdf format; then distributed)*



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PUBLICATION AND DISTRIBUTION OF DOCUMENTS

Publication and distribution procedures for presentations are designed for smooth integration into the new CORESTA website.

ABSTRACTS

All the abstracts of presentations will be published on the CORESTA website and made available to the general public.

FULL TEXTS (MANUSCRIPTS)

All the full texts will be reserved for the CORESTA membership only and will be placed in the password protected section of the website. Please note, CORESTA cannot be held responsible for the subsequent use made of downloaded full texts by CORESTA members with access to the private section of the website.

Authors who do **NOT** wish their manuscript to be on the website should cross out the boxed section on the Manuscript Identification Form on page 4.

POWERPOINT PRESENTATIONS

All PowerPoint presentations will be gathered at the event and kept by CORESTA.

PDF versions of PowerPoint presentations will also be published on the CORESTA website, either in the public section or the private section, depending on individual author request. Please note, CORESTA cannot be held responsible for the subsequent use of downloaded presentations by the public, or by CORESTA members with access to the private section of the website. Authors reserve the right to refuse publication of their presentation on the CORESTA website.

All authors are asked to complete the Permission to Publish Form on page 5 and return it to the CORESTA Secretariat before 29 September for Smoke Science / Product Technology and 13 October for Agronomy & Leaf Integrity / Phytopathology & Genetics.

If no form is returned to the CORESTA Secretariat by the above deadline, it will be assumed that the authors agree to have their PowerPoint presentation (in PDF format) publicly available on the CORESTA website.

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Websites

Smoke Sci. / Prod. Tech
www.sspt2017.org

Agro & Leaf Integ. / Phyto & Gen.
www.corestabrazil.com

CORESTA
www.coresta.org

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IDENTIFICATION FORM for FULL MANUSCRIPT of ORAL PRESENTATION

*Please return this form together with the full text of your Oral presentation to the
CORESTA Secretariat before:*

- **29 September 2017** for Smoke Science / Product Technology
- **13 October 2017** for Agronomy & Leaf Integrity / Phytopathology & Genetics

ORAL PRESENTATION number:

Title of presentation:

Authors:

Principal author:

Presented by (if different from principal author):

Affiliation of author(s):

Inclusion of the FULL MANUSCRIPT on the CORESTA website

Full texts are to be made available to CORESTA members only. Selected presentations will be included in the password protected section of the CORESTA website if authors sign the acceptance below.

I accept that the full text of my paper may be included on the CORESTA website.

Date:

Signature:

*(If you do **NOT** wish your manuscript to be on the website, please cross out this whole section).*

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PERMISSION TO PUBLISH POWERPOINT PRESENTATION

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ORAL PRESENTATION number:

Title of presentation:

Authors:

Principal author:

Presented by (if different from principal author):

Affiliation of author(s):

Distribution of PDF version of POWERPOINT Presentation

Please tick the following boxes as required:

WEBSITE

I wish my presentation included in the:

- PUBLIC** section of the CORESTA **website**.
- PRIVATE** section of the CORESTA **website**.
- I **DO NOT** want my presentation included in any section of the CORESTA **website**.

Date:

Signature: