



PRESENTER GUIDELINES

The Organizing Committee kindly invites all presenters to review the following guidelines in preparation for the conference. Following these instructions will ensure that all sessions run smoothly and that all participants have a professional experience.

Oral Presentations

- Oral presentations are scheduled for **12 minutes + 3 minutes** for discussion.
- Keynote presentations are scheduled for **25 minutes+ 5 minutes** for discussion.

Presenters are kindly requested to adhere strictly to the allocated time in order to maintain the overall schedule of the scientific program.

Presentation Format

All presentations must comply with the following specifications:

- Accepted file formats: PPTX and PDF
- Format: **Widescreen (33.87 x 19.05 cm)**
- The official [Conference Presentation Template](#) should be used
- The slide template should appear as the opening slide
- Presenters may replace institutional logos as appropriate
- [Official PPS conference logo](#) should always remain visible (the [alternative logo](#) may also be used)
- The design of the subsequent slides may follow the template layout, but this is not mandatory

Presenters are invited to verify in advance that all fonts, images, and multimedia elements are correctly embedded and functioning.

Technical Arrangements

Each session room will be equipped with a designated lectern computer. For standardization and technical reliability, presenters are required to use the equipment provided by the Conference.

Presentations must be uploaded in the assigned session room during one of the scheduled breaks prior to the session. All presenters are requested to bring their presentation on a USB drive to facilitate the upload process. A member of the Conference staff will be available in each room to assist with file transfer and technical support.

Poster Presentations

The Poster Session is scheduled to take place during the designated coffee breaks. These sessions represent a significant opportunity for scientific exchange, and authors are strongly encouraged to remain at their poster for the full duration of the exhibition period.

The complete list of accepted posters, together with the assigned poster exhibition slots, is available on the conference website.

Poster Mounting and Removal

Poster boards will be located in **Sala Paestum B** and will display the corresponding ID numbers.

- Poster **Exhibition 1**: Boards will be accessible from 8:30 a.m. on Monday, 1st June. Posters should be removed after the morning coffee break on Tuesday, 2nd June.
- Poster **Exhibition 2**: Posters should be hung during the lunch break on Tuesday, 2nd June and removed after the afternoon coffee break on Wednesday, 3rd June.

Authors are kindly requested to hang their poster exclusively in the assigned space and to use the tape provided (available at the Registration Desk).

Conference staff will be available to provide assistance if required.

Poster Preparation Guidelines

Authors are kindly requested to prepare their posters in accordance with the following guidelines:

- The official [Conference Poster Template](#) should be used
- Presenters may replace institutional logos as appropriate
- [Official PPS conference logo](#) should always remain visible (the [alternative logo](#) may also be used)
- Authors are responsible for ensuring that names and affiliations are accurate

Posters format: **A0 size** (84.1 × 118.9 cm | 33.1 × 46.8 inches).

Please ensure that the final printed poster does not exceed the **maximum dimensions** of **90 cm in width** and **120 cm in height**.

Local Poster Printing Services

We are pleased to inform all participants of the PPS-41 Congress that a dedicated on-site poster printing service will be available.

Delegates who prefer to print their poster locally may contact the **Minerva printing service**. A fee of **€20 per poster** will apply. Posters will be printed on **standard paper**, in **full color**, in **A0 format** (84.1 × 118.9 cm | 33.1 × 46.8 inches).

- **Email:** minervabook@hotmail.it (send the e-mail in cc to info@pps-41.org)
- **WhatsApp:** +39 366 3592117
- **Contact person:** Mauro

Important: The printing service is available **only for participants who have completed their congress registration and payment**.

To book the service, participants must provide by mail:

- **Registration ID**
- **Receipt number of the registration payment**

Requests without these details cannot be accepted.

Submission Deadline

The final poster file must be submitted **in PDF format** no later than **Friday, May 26 at 13:00 (1:00 PM CET)**.

Poster Collection

Printed posters must be collected strictly in person on June 1 or June 2 (8.30 am) at the welcome desk.

Payment Information

Payment must be made **by credit card at the time of collection**.

Please note that **sending the request email implies a commitment to payment**. Do not send a request if you do not intend to collect and pay for your poster.

We strongly encourage all participants to respect the deadlines to ensure timely printing and proper display of their posters.