Technical information for EBSA2011 speakers and poster presenters

Instruction for speakers

We would like to ask our speakers to send their ppt presentation files to the Organising Secretariat by email, addressed to **diamond@diamond-congress.hu** **NOT LATER than 20 August**. This may enable you to avoid unnecessary queuing in the file upload room. The file should be named according to the following template "lecturecode_lastname.ppt"
(e.g. O-001_Smith.ppt). Your file will be given to the technician of the congress centre. In case of big size files, please use one of the large file sender programmes (yousendit.com or mammutmail.com). The lecture code was sent to all authors by e-mail.

If you do not know your lecture code, please check the detailed programme.
http://www.ebsa2011.org/?nic=scientific-programme

Authors are kindly requested to give their presentation file to the technicians in the file upload room, preferably a half day before the beginning of the corresponding session. This is necessary of course only in case the file is not sent to us until 20 August. The file upload room will be at speakers' disposal from Tuesday afternoon until Saturday afternoon during the normal working hours of the congress.

The file will be copied to a central ftp server from where the projection is handled. The name of the file should be that of the "lecturecode_lastname" e.g. O-001_Smith.ppt. The file will be copied to the appropriate directory of the lecture room by the technicians.

Power Point software will be installed on all the computers. Preferred file format is in PPT for MS Office (Office XP, Office 2003 or 2007 etc.). Please, do not use MAC file format, if possible. If you edited your presentation in a MAC, you are advised to have a pdf version with you, as pdf versions can be projected without any problem. Make sure to bring your presentation file written on a properly closed CD ROM, or USB flash drive. It is recommended that you ensure a backup file as well. There will be technicians in the file upload room as well as in the lecture rooms to assist you with your presentation.

Optimal conditions of presentation files:

Presentation file: Microsoft Powerpoint
Resolution: 1024*768 XGA
In your slides: Do not use letters smaller than 12 pt.
If you use **animations** please embed them, if it is a special animation send the codec also and bring all the files on a CD to the Congress.
If you have a **Macintosh computer**, it can be plugged in having a conventional, 15-pin socket. If your computer does not have this connection, please bring an appropriate converter with you.

Software installed on presentation laptops:
>Microsoft Windows XP Professional SP3 or Microsoft Windows 7 SP1
>Microsoft Office 2007 SP2
>Acrobat Reader X
>VLC player
>K-Lite Codec Pack Full
>Windows Media Player 12
>Adobe Flash
>Java

Speakers should be aware of the time limit, and are kindly asked to keep the time of their presentations. It is essential that speakers leave ample time for discussion of their work. Short talks are 10 minutes + 5 minutes discussion, invited talks are 25 minutes + 5 minutes discussion. The duration of plenary lectures is 50 minutes.

Instruction for poster presenters

The useful area of the poster board is 90 cm at width and 125 cm at height. The recommended size for your poster is about the standing A/0 standard (cca. 84 x 119 cm). Pins are to be provided to fix the posters. Posters will be identified by posters numbers, which are printed in the programme book. **Poster numbers will be communicated to authors before 17 July 2011. Poster presenters can mount their posters from Tuesday afternoon (23 August) and should remove them latest by Saturday evening before the end of the session (27 August).**

Download the A/0 poster template in ppt from here:
http://www.ebsa2011.org/doc/poster_template_a0.ppt

POSTER ENCODING, TIME, LOCATION

EBSA2011 poster encoding helps poster presenters to identify the place and the time of their poster presentation(s). As more than 500 posters can be viewed, the poster session will be held in two places. All posters will be on display from Tuesday 23 August till Saturday 27 August in order to ensure maximum visibility.

Time of the attended poster sessions:
Wednesday: 12:45-15:00
Thursday: 12:45-13:45
Friday: 12:45-14:45
Saturday: 12:45-14:00

*Presenting authors having **odd poster numbers** should be at their posters on **Wednesday** and **Thursday**.*

*Presenting authors having **even poster numbers** should be at their posters on **Friday** and **Saturday**.*

Place of the posters: Northern building
P010 - P367
Biomolecular interactions (Poster area "N1")
Neuronal systems and modelling (Poster area "N1")
Calcium fluxes, sparks, & waves (Poster area "N1")
Membrane lipids, microdomains & signalling (Poster area "N3")
Aggregated proteins (Poster area "N1")
Nucleic acid and chromatin structure & function (Poster area "N2")
Computational biophysics and simulation (Poster area "N2")
Imaging and optical microscopy (Poster area "N3")
Molecular motors (Poster area "N3")

Place of the posters: Southern building
P370 – P778
Structure of proteins and protein complexes (Poster area "S4")
Live cell imaging (Poster area "S4")
Trends in neutron scattering for biology (Poster area "S4")
Cytoskeleton and cell migration (Poster area "S4")
Ion channels: structure and function (Poster area "S4")
Photosynthesis (Poster area "S4")
Electron and proton transfer, bioenergetics (Poster area "S5")
Ion channels and disease (Poster area "S5")
New and notable (Poster area "S6")
Membrane structure (Poster area "S6")
Conformational dynamics, folding and IDP (Poster area "S6")
Systemic and collective behavioural aspects in biology (Poster area "S6")
Single molecule biophysics (Poster area "S7")
Micro and nanotechnology (Poster area "S7")
Bioengineering & biotechnology (Poster area "S7")

You can check the location of your poster on the floor plan of the congress venue:
http://www.ebsa2011.org/doc/ELTE-ebsa2011.pdf

There are organised attended poster sessions, thereby we intend to facilitate a more intense communication of poster presenters and attendees. They can fix appointments for further personal discussions, e.g. presenters may prepare an envelope for visit cards.
Please be informed that we have introduced a poster printing service (35 €) for your convenience. We hereby offer you the possibility to print your poster locally, so that you do not have to be bothered with the production and transportation of your poster.

Please check our poster printing option. http://www.ebsa2011.org/?nic=posterprint

STUDENT POSTER PRIZE

The Biophysical Society proposed a BPS-sponsored poster competition at the 2011 EBSA conference. Students would indicate if they were interested in participating. The posters under consideration would be marked with a label (available at the Registration Desk). Each poster would be visited by 1-2 judges, who would then discuss them and make the final selections. EBSA Executive Committee will select the judges at the meeting. Final selection is based on scientific merit, although consideration is also made to allow for diversity of scientific areas, gender, ethnicity, and geography. 12 award (each $500), would be divided equally between travel awards to the San Diego BPS Annual Meeting in 2012 and awards to offset travel to the EBSA 2011. Each winner would also receive a complimentary one-year membership to the BPS.