



## GUIDELINES FOR ORAL PRESENTATIONS

### 1. REGISTRATION

We kindly remind you that for oral presentation it is obligatory that the principal author, or at least one of the co-authors included in the communication, is registered in the Colloquium before May 7<sup>th</sup>, 2019 (included): <http://www.uco.es/issacordoba/en/registration/>

In case we don't receive the proof of your registration in that date (May 7<sup>th</sup>), your presentation will be **dismissed**.

### 2. PRESENTATION

The complete presentation of your communication must be sent to the Technical Secretariat of the Colloquium, in two files:

- "PowerPoint 2010" format (Microsoft: ppt. or pptx). Please, use the Power Point template of the Colloquium that we send attached.
- PDF format

to the email address: [issacordoba2019@piceventos.com](mailto:issacordoba2019@piceventos.com), with deadline May 10<sup>th</sup>, 2019 (included).

When you send your complete presentation, please write in the subject line of the email the reference number of your communication (*ID XX*) and the name of the Colloquium, following the following example:

*E..g: Oral communication ID (nº XX), 39<sup>th</sup> International Colloquium of the ISSA, Prevention in Agriculture*

The content of the presentation shall conform to the structure and content of the abstract approved by the Evaluating Committee of the Colloquium.

### 3. ABSTRACTS BOOK

We inform you that a book of abstracts will be edited, with the abstracts of the oral and posters communications that will be presented during the Colloquium. The abstracts book will be available for download, in PDF format, on the webpage of the Colloquium, in advance of the beginning of the event.

### 4. FULL PAPERS BOOK

Moreover, we beg you to send us, with deadline June 7<sup>th</sup>, 2019, a file, in an editable format (word, txt. or similar), with the full text of your communication (four A4 pages, with an additional page for references. Papers must be written in English).

Your full paper will be included in the full paper book of the Colloquium, that will be published with all the papers presented in the event, both as oral and poster.

### 5. OTHER GUIDELINES

- The authors and the presenter author of the communication can't be modified once they have been communicated and approved by the Evaluation Committee.



**39º COLOQUIO DE LA SECCIÓN INTERNACIONAL DE LA AISS SOBRE PREVENCIÓN EN AGRICULTURA**

UNIVERSIDAD DE CÓRDOBA. 15 al 17 de mayo de 2019

E-mail: [issacordoba2019@piceventos.com](mailto:issacordoba2019@piceventos.com) · Web: [www.uco.es/issacordoba](http://www.uco.es/issacordoba)



- The program has been organized following a thematic classification, according to the panels established by the Evaluating and Organizing Committee of the Colloquium. In each panel, the order of presentations has been set trying to compatibilize the content and the working language of the presentation as much as possible.
- We inform you that in this Congress a service of **simultaneous interpretation** English-French-Spanish is going to be offered. To ensure adequate breaks for the translation staff, and to achieve the maximum interpretive quality of the event, we would beg you:
  - To send by email all the materials you are going to show or handle during your conference, either an outline draft of it or the full transcript of the communication, if possible. (please, send it in the same email in which you send your ppt presentation, within the same deadline: on or before May 10<sup>th</sup>, 2019).
  - It is also of extremely importance that you speak slowly and clearly in order to facilitate us the transmission of the discourse.
- Oral communications are strictly limited to 15 minutes. At the end of each panel there will be a discussion time, which will have a maximum duration of 5 minutes. Come to your session in good time, so you can upload and test your presentation, talk to your chair about how he or she may introduce you, and express any concerns you may have about your presentation (e.g. use of technical equipment, photographs and video recordings of the session).
- In case you finally couldn't attend the Colloquium, we would appreciate that you let us know it in advance, in order to adapt the program without causing incidents for the people registered to the event.

Finally, if you need any further clarification for this or other issues related to the Colloquium, please contact the **Technical Secretariat**.

**Looking forward to welcoming you in Cordoba,**

**The Organizing Committee.**



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