



18TH INTERNATIONAL TECHNICAL FOOTWEAR CONGRESS

Guangzhou, China

Visual Display Presentation Guidelines

Instructions for Presenters

- The display area of each visual display board is 90 cm wide and 110 cm high (portrait format). Each board which is assigned to you, will be labelled with your visual display number. Please ensure that your visual display does not exceed this size and encroaches on your neighbors' allocated space.
- Do not fold visual displays. Do not mail a visual display presentation in advance; but bring it with you to the congress.
- Authors are responsible for hanging up and removing their visual displays themselves according to the schedule which has been presented in the congress program.
- Please ensure that you bring a sufficient amount of double sided tape or pins with you, however the Secretariat will have some available for delegate use at the congress.
- Staff will be on the floor at all times to assist visual display presenters.
- Authors as well as participants are encouraged to visit the visual display area especially at special visual display presentation times as well as other times to discuss and exchange ideas with colleagues.
- A visual display is basically an artistic expression of a scientific idea. Effectively use graphics, color and layout to communicate your message. Drawings and graphs should be simple with bold lines.
- Do not use films, videos, slides or PowerPoint presentations.
- Visual display material must be large enough to be viewed from a distance of 90 cm. All visual displays must be written entirely in English. Lettering should be at least 1.0 cm high for good visibility.
- Each visual display must have a top banner indicating the title of the paper, the names of the authors and their affiliations. The characters in the banner must be at least 2.5 cm.
- Each visual display includes the following information: Title and Authors / Abstract / Introduction / Material and Methods / Results and Discussion / Conclusions / References / Acknowledgements – people and funding
- Except for a company logo in the corner, neither the tables, nor figures and machine drawings may include names or symbols of firms, trademarks or trade names.
- Please do not duplicate your paper on the visual display, but do display your conclusions clearly and boldly.