



Scientific Student Conference Food and the Environment Production, Quality and Planning

Guidelines for authors

1. Submission of posters and abstracts for the conference proceedings

For the conference proceedings (published in electronic form) all authors have to send the (revised) abstract or a pdf of the poster (small file size) to LIFE (ellsconference@life.ku.dk) by **15 October 2010**

2. Guidelines for Abstract Submission

As some of you may have additional results from experiments during the summer, you can revise the abstract originally submitted.

Please re-format your document using the following style:

- The total size of the abstract should not exceed 300 words.
- The text should be in clear and concise English. Please be consistent in punctuation, abbreviations and spelling (English).
- The text should be laid out for standard A4 (in portrait) paper. Margins should be top 2.5cm; bottom 2.5cm; left 2.5cm; right 2.5cm. Font size should be 12pt, text font Times New Roman. Text should be justified and single spaced.
- Title of abstract: Please use upper and lower case and capitalize each word, except for words such as "the, as, of, with, a, in, and, from, by, etc." Then type in author's name(s), institution(s), city, country and mail address of the corresponding author. Underline the presenting authors' name only. Omit degrees, titles, and full address. Add 3-5 key words related to your abstract.
- Your supervisor must approve your abstract by signing the form on page 3. Please send the signed form together with your abstract to the email address given above. All submissions should be sent in MS Word format (.doc file, no .docx files)

3. Guidelines for posters

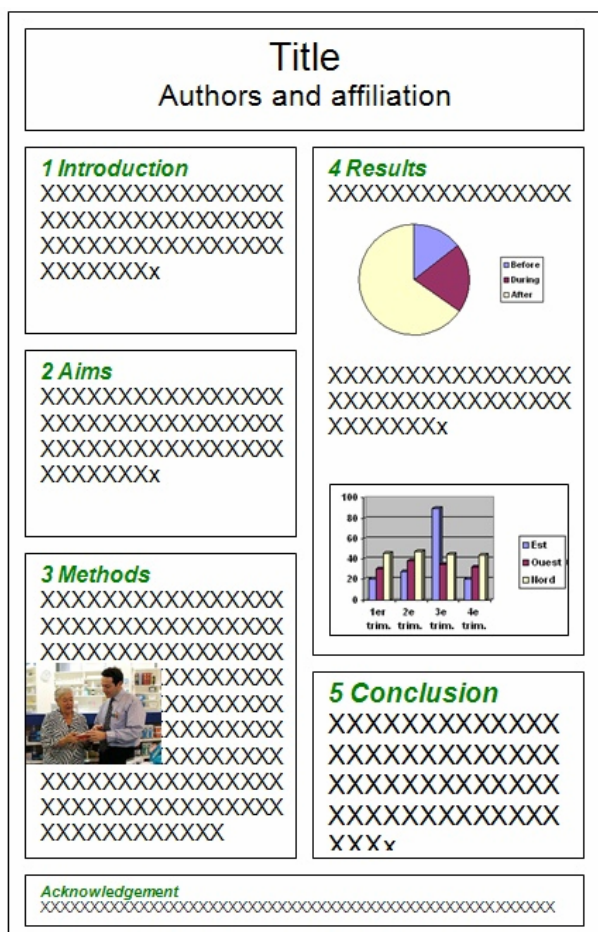
- Poster authors must consider that they are responsible for printing and bringing the poster to the Conference
- Poster Boards: Size of the poster boards is 94 cm (width) x 115 cm (height). Poster size should not exceed A0 format (841 mm x 1189) in portrait (vertical) set-up
- Posters are located in the Foyer. Sticky tape and pins are available at the registration & information desk.
- Poster set-up: Each poster presenter will tack his/her poster on a dedicated board. It is your responsibility to set-up your poster.
- Authors are encouraged to include a photo of themselves on the poster so that they can be identified.
- Your supervisor must approve your poster by signing the form on page 3. Please send the signed form together with your poster (in pdf version) to the email address given above.

Guided poster sessions

We will have two guided poster sessions during the conference. During these sessions authors must be present at their poster board. They should be prepared to provide a two minutes' summary of their poster presentation.

Poster Preparation

- Place the title of your paper prominently at the top of the poster board to allow viewers to identify your paper easily. Indicate the title and the author(s) name(s) of your paper. The title of your poster must be the same as the title of your submitted abstract.
- Highlight the author's name and address information, in case the viewer is interested in contacting him/her for more information. Prepare all diagrams or charts neatly and legibly beforehand, in a size sufficient to be read at a distance of 1.5–2.0 meters. The type should be at least 2.5 cm high. Use creativity by using different font sizes and styles, perhaps even colour and double-space all text. Use different colours or textures for each line or bars contained in your graph or chart.
- Organize the paper on the poster board so that it is clear, orderly, and self-explanatory. You have complete freedom. The presentation must cover the same material as the abstract. Label different elements as 1, 2, 3, or A, B, C. This will make it easier for a viewer to follow your display.
- Include the background of your research, followed by results and conclusions. A successful poster presentation depends on how well you convey the information to an interested audience.



Overall organisation – an example

(source: <http://www.fip.org/istanbul2009/>)



Approval of abstract or poster

I, as the supervisor of _____, hereby confirm that the student's abstract/poster meets the demands for a scientific student conference.

Supervisor's name:

Date:

Signature