Instructions for speakers

There will be 10 parallel technical sessions during ICR 2011. Most sessions will be 100 minutes long. The morning sessions will be 60 minutes long. Each session will typically consist of:

- Oral Session Opening Lecture (25 min.),
- Oral Session Lecture (15 min.), or
- Oral Session Short Lecture (5 min.), accompanied by a Poster.

There will be time for 1-2 questions in between the opening and "regular" lectures (3 minutes). There will also be time for speakers to change, and for the audience to change rooms (2 minutes). Time left at the end of each session may be used for a common discussion of all lectures. In the case of 5-minute short lectures, further discussion at the poster of the paper will be possible immediately after the session (during breaks). The posters will be displayed during the entire Congress period on predetermined boards placed directly in the session rooms, or in front of the session rooms, where the short lecture is scheduled.

Language
The official languages are French and English. Authors can choose either of them to present their work. However, experience from previous Congresses shows that the language used is generally English. No translation will be provided during the sessions.

Speakers check-in
All speakers should upload their presentations on a computer in the session rooms during the coffee or lunch breaks prior to their sessions. Please use a USB memory stick to provide the presentation(s).

ICR2011 will accept only presentation material in MS PowerPoint format. No overhead projectors will be available. ICR 2011 will not allow the use of speakers' own laptops for presentations.

ICR2011 will enforce a "non-commercialism" policy. No presentations containing commercialism will be allowed at ICR2011. Please use your company or university logo and name only on the first slide. You can check at the Registration Desk whether your slides are in an acceptable format.

All speakers are requested to check in early and receive their badges and other essential conference materials. The badge is required for all the ICR activities. The Registration Desk will be located in the lobby of the second floor of the Prague Congress Centre, and will be open between 8 am and 7 pm.

PowerPoint slide preparation
ICR2011 computers are PC compatible. Please ensure at the Registration Desk that your slides will show correctly on a PC if you have prepared them on Macintosh, Linux or Unix computers. Each presenter will have either 25, 15 or 5 minutes for his or her lecture. There will be discussion immediately after the 25- and 15-minute lectures; a common discussion can take place when all papers scheduled for the session have been presented. All presenters are thus requested to remain for the entire session.

Typically, a total of 10-12 slides should be prepared for the 15-minute lecture and 2-3 slides for the 5-minute lecture. To avoid compatibility problems and to allow the audience to view the slides easily, ICR2011 strongly recommends the use of Arial and Symbol as standard fonts for the slides. The minimum font size should be 18 pt. This applies both to the text on your slides and to the text on your figures. Please ensure that figures are sufficiently large and are readable.

Oral lecture

It is highly recommended that you practice your talk prior to the presentation at ICR2011: above all, please make sure that the presentation will be completed within the allowed time.

All presenters must meet in the room at least 15 minutes prior to the beginning of the session, in order to upload the presentations. Please introduce yourself to the session chairs and to the other presenters in the same session.

Due to limited time, the introduction by the session chairs for each presenter will be very brief. Please prepare a short note and give it to the session chairs, as follows:

"Dr. Milan Houska will present the paper entitled: "Time temperature histories of perishable foods after shopping and during home refrigerated storage" that is authored and co-authored by Aleš Landfeld and Lucie Kazilova. Dr. Milan Houska leads the Department of Food Engineering at the Food Research Institute Prague in the Czech Republic".

When it is time for your lecture, go to the podium immediately when the previous speaker has finished the presentation and answered questions. The session chairs will introduce your lecture and ask you to start your presentation. Please start your presentation considering the following:

1. Start immediately on the topic and avoid another introduction by yourself.
2. Pace your talk to end at the scheduled ending time.
3. Obey your chairman's instructions.
4. When a warning sign indicating that 3 minutes remain, start concluding your presentation.

During the time for discussion, listen carefully to the questions from the audience and answer them briefly. If you cannot answer the questions briefly, ask for a private discussion after the session.

Poster presentations

Posters will accompany the short oral lectures, to allow for further discussion of the paper at the poster.

Display board

Please bring your poster to the Registration Desk, where your poster will be registered and you will receive further instructions. Each poster will be inspected for commercialism; any overt commercialism will be deleted from the poster.

Poster size (display board usable size)

Height: 1.8 m, Width: 0.97 m.
Please note that these dimensions may not be exceeded under any circumstances.

Location

The boards will be numbered (paper number) and placed directly in the session rooms, or in front of the session rooms, where the short lecture is scheduled.

Period
The posters will be displayed during the entire Congress period. Therefore, we kindly ask you to attach your poster to the display boards as soon as possible and no later than noon on Monday August 21. You are kindly requested to remove your poster by 3 pm on Friday, August 26.

Poster Sessions
Each poster will be presented in a short oral lecture during the Technical Sessions. See the instructions for oral presentations above. Unless there is time left at the end of each Session, further discussion of the paper at the poster will be possible immediately after the session (during breaks).

Design of poster
A poster is a strong visual medium and things that can easily be illustrated should be given priority. Think of the poster as a way of attracting people to read your paper and to talk to you about it: Therefore, a poster is not an enlarged version of your paper, but the highlight of your paper. DO NOT TRY TO PUT EVERYTHING IN THE POSTER.

In general, the poster (Height: 1.8 m, Width: 0.97 m) should include one-sentence statements that summarize your work. You should have one or two sentences of introduction, a brief description of the research method, results and conclusions. Please remember that people are graphics driven. It is much easier to communicate with audience by figures, charts, and tables than text. A photograph of yourself will help people to identify you to discuss your work

The message you want to give to these delegates must be visible from a distance of 2 m, so use an appropriate font size. The recommended size is 36 for text, when you print in real size. The layout should be signed so a viewer can quickly and easily understand. You can test this by printing out parts of the poster, mount it on the wall and ask your colleagues if they can read it. When planning the contents of your poster, think about two main groups of viewers. The first group is people walking through the exhibition reading the titles, the one-sentence summary, and perhaps one or two attractive figures. The other group is experts in your own field, who will appreciate the details of what you have done. After you have managed to attract someone's attention, no matter which group he or she comes from, you will have the chance to include even the smallest details in the discussion.