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Recommendations to authors

ORAL PRESENTATION GUIDELINES

To ensure the oral sessions run efficiently, please take the time to read the following

GENERAL ADVICES

information.

- ➢ Authors get a maximum of fifteen (15) minutes to present their paper, which means that the PowerPoint presentation ought to be well structured.

- ➢ A golden rule is to prepare only one slide per minute talk, which means a total of 15 (maximum 20 slides).

- ➢ Slides should not be overloaded with text.

- ➢ Take into consideration that the people sitting in the back of the room should be able to read what has been written on the slide.

- ➢ Also take care that text in the tables and figures, shown in the slides, is sufficiently large.

- ➢ Just present the most important aspects of the research and make sure that the story is coherent.

- ➢ Please do not overload your slides with too many fancy decorations. Just keep it simple and take into consideration that the content of the story is far more important than the fancy outlook of the PowerPoint presentation

- ➢ Five (5) minutes for questions and answers immediately thereafter.

- ➢ Audiovisual equipment will be available for your talk, with a projection assisted by a PC format computer only.

University of Echahid Hamma Lakhdar El-Oued, Algeria
Faculty of Technology
The First International Conference on Communications,
Control Systems and Signal Processing
16-17 March 2020 El-Oued, Algeria

CCSSP 2020
International Conference on Communications, Control Systems and Signal Processing

POSTER PRESENTATION GUIDELINES

To ensure the poster sessions run smoothly, please take the time to read the following information.

GENERAL INFORMATION

Authors will need to register at the registration desk once they first arrive at the Conference to collect their name badge and other materials.

LOCATION

Posters will be within the Trade Exhibition. Do not place your poster in an alternative location.

PREPARATION OF POSTERS

Posters should meet the following criteria:

LETTERING

The poster should be easily readable at a distance of two metres.
Use UPPER and lower case for general content as the use of all-capital text is difficult to read.
Avoid using mixtures of type/font styles.

RECOMMENDATIONS

TYPE OF TEXT	SIZE OF CHARACTERS	CASE / STYLE	GENERAL ADVICE
TITLE	20-24 mm or 100 points maximum	UPPER CASE	At the top of the poster include the title of the presentation, the name of the authors and the institution where the work was completed.
HEADINGS	48 point is suggested 60 point maximum	UPPER CASE	Headings such as "Introduction", "Methods", "Results", "Discussions" and "Conclusions" are useful.
CONTENT	24-28 point 32 maximum Single spaced	Upper and Lower Case	The text should be brief throughout. Any description of methods should be simple and concise.

GENERAL ADVICES

- ➤ The message that your poster contains should be clear and understandable without the requirement of oral explanation. Methods should be presented simply and concisely.

- ➤ *At least one of the authors must register and be in attendance during the designated poster session to discuss the work presented. The attending author should be capable of responding to questions covering all aspects of the presentation.*

- ➤ After the title, the two most important panels are the Introduction and the Conclusion. On the basis of these two panels, a reader will decide whether to look at the results and perhaps talk to the presenter. These panels need to be very simple, concise and visually attractive.

- ➤ Results should be presented graphically if possible. Avoid large tables of data.

- ➤ Use pictures, symbols and colour. Figure legends are essential and should be short but informative. Each graph should have a short heading. For visual effect, we recommend that graphs be no smaller than 12cm x 18cm.

- ➤ A matt finish on photographs gives better visibility. Photographs should be no smaller than 12cm x 18cm.

- ➤ Use the space to attract your audience for discussion, not to present complex details of methods and results.

We wish your presentation every success.