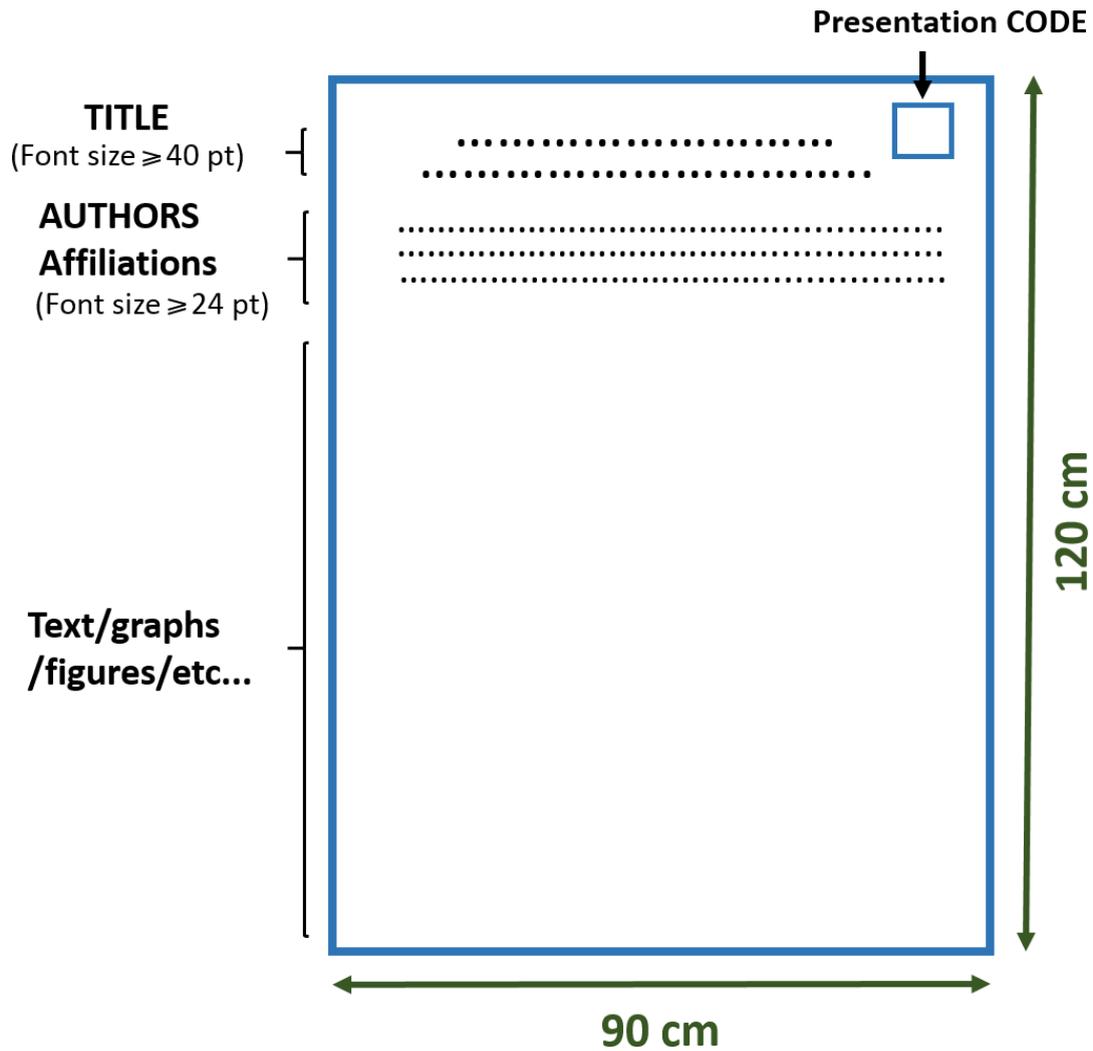**PREPARATION AND PRESENTATION GUIDELINES**

Full text of all abstracts accepted for oral, poster presentations and simposiums will be available online in pdf-format in advance of the meeting through the SECF 2022 congress website. This will allow meeting participants to plan which sessions to attend. The abstract book will be later published in a special supplement issue of the Journal of Physiology and Biochemistry.

POSTERS

Abstracts scheduled for presentation in poster format have been distributed in 3 poster sessions, grouped by topic and assigned a presentation code.

Posters will be displayed in portrait format on poster boards located within the Parque Científico Tecnológico Building. The dimensions of the poster should not exceed 90 cm wide x 120 cm high and they can be written in English, portugues or spanish. Abstract title, author(s) and affiliation(s) should appear on top of the poster. On the upper right corner of the poster please include the poster presentation code. The text, illustrations, graphs, etc… should be bold enough to be read from a distance of two meters. We recommend that the title of the poster has a font size of at least 40 pt and the rest of the text has a size of at least 24 pt. The presenting author's name should be underlined.

Presentation CODE

TITLE
(Font size ⩾ 40 pt)

AUTHORS
Affiliations
(Font size ⩾ 24 pt)

Text/graphs /figures/etc...

120 cm

90 cm

All poster presenters will be required to bring a printed version of their poster to the event. Each author must find the poster board code (located on an upper corner of the poster board) that matches his/her abstract presentation code (listed in http://secf2022.com/) and mount the poster on the assigned board. Fixation material for attaching the posters will be available at the poster help desk. Posters must be set up at 9:00 a.m. and must remain on display all day. Poster presenters are required to be present at their posters during the coffee break periods to explain their work and answer questions. Authors are responsible for setting up their own poster after official congress opening and removing them at the end of the assigned presentation day. Posters not removed will be discarded by the congress staff.

ORAL PRESENTATIONS

Oral communications will be distributed in specific sessions grouped by theme. The presenters will have 10 minutes for their presentation, in English, Portuguese or Spanish, followed by 5 minutes at the end for a question and answer session led by the session moderator.

The supported software for presentation is PowerPoint. Presentations should be created using horizontal (landscape) layout and a standard 4:3 aspect ratio. Use standard fonts, such as Times New Roman, Helvetica, or Arial. An unusual font may not translate to the computer used for presenting. Test your completed presentation on a separate PC-compatible computer to ensure that fonts are standard and components, such as video files, have been successfully embedded or linked in the PowerPoint presentation. In the congress venue, there will also be a presentation testing room in which speakers can check their presentations to ensure display compatibility.

Oral communication presenters must bring their presentation on a USB memory stick and arrive at the session room at least 30 minutes before the session starts. Each oral session room will contain a PC computer equipped with PowerPoint 2010 software and USB ports for flash drives, a data/video projector, a projector screen, an audio system with microphones and a laser pointer. There will be a technician in each session room to assist them with getting set up. The technician will load the presentation onto the existing desktop and will perform a quick run, so the speaker can check whether the presentation runs correctly. This will eliminate any delays in the beginning and during the session. Computer presentations will be operated by the presenter. Presenters will have 10 minutes for their talks, in English, Portuguese or Spanish, followed by 5 minutes of questions and answers moderated by the session chair.

SYMPOSIUMS

The symposiums will be distributed in specific sessions grouped by theme. The speakers will have 20 minutes for their presentation, in English, Portuguese or Spanish, followed by 10 minutes at the end for a question-and-answer session led by the session moderator.

The supported software for presentation is PowerPoint. Presentations should be created using horizontal (landscape) layout and a standard 4:3 aspect ratio. Use standard fonts, such as Times New Roman, Helvetica, or Arial. An unusual

font may not translate to the computer used for presenting. Test your completed presentation on a separate PC-compatible computer to ensure that fonts are standard and components, such as video files, have been successfully embedded or linked in the PowerPoint presentation. In the congress venue, there will also be a presentation testing room in which speakers can check their presentations to ensure display compatibility.

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