INSTRUCTIONS FOR ORAL AND POSTER PRESENTATION

Please read carefully the following guidelines to ensure the success of your presentation and the technical program.

A - GENERAL INFORMATION

(A-1) Cancellations
If for some reason you cannot give your presentation, please notify the technical program committee by email techprog19@sbgf.org.br before 10 June 2019. Otherwise, your name will be added to the ‘No Show’ list.

(A-2) Language
Papers can be presented in Portuguese, English or Spanish in the conference. However, the Organizing Committee strongly recommend you to prepare your visual material (Power Point slides) in English, the official language of the conference, as a courtesy to the foreign attendee. There will be no simultaneous translation of the presentations.

(A-3) Accommodation & Travel Expenses
Unfortunately, the Organizing Committee cannot give support for travel, housing or registration expenses. Authors are responsible for providing their accommodation, transportation and meals.

(A-4) VISA
Participants are strongly advised to check their individual requirements concerning visas to enter Brazil. For further information, please contact the Brazilian Embassy or Consulate in your country.

(A-5) Registration
All authors must register in advance on our web http://congresso.sbgf.org.br no later than 01 August. After this deadline, registration onsite only at SulAmérica Convention Center.
(A-6) Abstracts
Each delegate will receive the proceedings in CD-ROM with the expanded abstracts. There will not be printed a version of the abstracts neither a CD-ROM of the papers. We would like to remember that reproduction, distribution or storage of any part of the presentations and discussions is prohibited.

For the Technical Program Committee, the oral and poster presentations are equally important! The technical presentations will be presented from 20-22 August.

B - ORAL PRESENTATION
Oral presentations are scheduled to be held on Tuesday afternoon, Wednesday and Thursday, both in the morning and in the afternoon. Each presenter has a 25-minute time slot. (20 minutes for presentation - 05 minutes for question time). Oral presentations schedule will be available on our website http://congresso.sbgf.org.br, as soon as possible.

(B-1) Visual Equipment
The Organizing Committee will provide one computer with a projector for presentations. Softwares available: Windows 10, Microsoft Office 365 and Acrobat Reader. Please make your presentation using PowerPoint slides, in 4:3 format. Our screens are not compatible with widescreen format (16:9)

If you are planning to use your own notebook, the Organizing Committee will provide the VGA cable to connect to the projector. If your device is a Machintosh brand, please do not forget to bring the VGA cable to connect it to the projector because each device has its own video output.

We strongly recommend all presenters test and upload their slides onto the network the day before its scheduled presentation. The upload must be done in the Media Room.
C - POSTER PRESENTATION

Poster presentations are scheduled to be held on Tuesday afternoon, Wednesday morning and afternoon and Thursday morning. Poster presentations schedule will be available on our website http://congresso.sbgf.org.br, as soon as possible.

Posters must be on display for the full day. Authors are required to be present at his/her poster for at least 2 (two) hours during the day and the poster presentation should be given in accordance with the technical program schedule.

Poster display consists of two walls, each 1.98m wide and 2.20 m high – it’s a horizontal wall), a poster number, a bar stool and two spotlights. Note: we strongly recommend you prepare two posters, each one 1.97m (wide) x 0.90m (high) so that the audience has a good view of your presentation.

Materials which poster presenters may use to attach their poster paper to the walls will be available in the poster presentations area but authors can bring their own supplies. Note: use double sided tape to attach their poster papers. It is not allowed tacks, pins, nails or staples.

Poster displays should be mounted at 8 am of the day of your presentation and it should be removed at 5:00 pm in the same day in order to allow other poster presenters on the next poster session program to arrange their poster display.