
13th EUROPEAN CONFERENCE ON INDUSTRIAL FURNACES AND BOILERS

19 - 22 April 2022 - Algarve - Portugal



Authors Guidelines: Oral Presentation

- You have 15 minutes for your presentation and max. 5 minutes for questions.
- It is necessary to keep strict time management in order to synchronise the parallel sessions.
- The Session Chair will use yellow cards to indicate 2 minutes remaining and red cards to indicate that the presentations have to be concluded.
- You have to arrive before the presentation to hand in your presentation file 15 minutes before your session
- You should be prepared to hand over a short CV (a few lines) to the session chair to help introduce you.

Authors Guidelines: Poster Presentation

The poster session will take place on Thursday from 13:50 -15.45.

The poster presentation is divided into two parts:

1. Short presentations (13:50-14:30):

Please be in the respective meeting room at least 10 minutes before the session starts. The short presentations will take place in two sessions in two different meeting rooms

All posters will be presented by authors in a short 2 minute presentation. Therefore, you should prepare two Powerpoint slides that summarise your work.

As a guideline we recommend the following: use the two minutes to give the audience an incentive to come to see your poster. Strictly avoid explaining details/results of your work because you will not have the time for it. The results can be discussed later at the poster. You should outline the content of your work and explain why it is relevant. Why should people visit you at the poster? What could they learn?

Please send your slides until 13th April to moritz.schwedler@cenertec.pt

There will be a strict time management by the session moderator.

Please seat yourself in the front row of the meeting room to be able to quickly walk to the podium. There will be chairs reserved for the poster presenters in the first row.

You will talk in the order of the numbers assigned to the posters, which you will be able to see in the final programme.

2. Poster session (14:30-15:45):

Each poster stand has a number. The number, which corresponds to your poster number, is your poster stand.

Please place your poster on the poster stand well before the poster presentation (before 13:50 on Thursday).

You should remain at your poster during the entire poster session to avoid participants visiting a poster and not being able to find the author.

Further guidelines:

- The available useful space for your poster presentation is 96cm (width) x 145cm (height).
- The posters should inform in headlines about: purpose of the work; experimental and/or theoretical approach; results and conclusions.
- Staff will be available to help you attaching them to the board. The required material for that will be available.
- Please use illustrative graphs and tables and avoid lengthy text. It would be helpful for delegates, if you could include in your poster presentation a photograph and email of the authors.
- Authors should be available with their poster for discussions with the participants.