



General information

Secretariat

- For any kind of information, request or assistance during the annual meeting please contact the staff in the annual meeting secretariat by the entrance of the Vèrtex auditorium building.
- The secretariat will be attended during the following hours:

Sunday	17:00 – 20:30
Monday	08:00 – 20:30
Tuesday	08:00 – 19:00
Wednesday	08:00 – 12:00
- Please return your nametag to the secretariat when you leave.

Internet

- Wireless internet is available free of charge in the annual meeting venue.
To log on, please use:
 - user name: XSF.convidat
 - password: Blau4tu
- Two computer stations are available by the secretariat during secretariat opening hours for participants to use (free of charge).

Lunch and dinner

- If you have registered for lunch/dinner but for some reason will not attend, we kindly ask you to let the secretariat know.
- Tuesday night Dinner Party will be held at the restaurant Moncho's Maremagnum in the harbor (address: Maremagnum Building, 1st floor, Moll d'Espanya, Port Vell). Public transport tickets and directions are provided for participants. Due to heavy traffic, please allow a good hour if travelling by taxi. For those who wish to travel as a group with one of the secretariat staff, meeting points are set up at two locations:
 - Meeting point 1: Secretariat, by the Vertex Building auditorium entrance, at 19.00
 - Meeting point 2: Hotel HUSA L'illa (hosting hotel, address Av. Diagonal 555), at 19.00

Oral presentations

- All presenters are welcome to use power point slides to support their oral presentation.
- Power point slides for oral presentations are submitted electronically at the secretariat between 8:00 – 9:00 on the day of presenting.
- Each presenter is given max 10 minutes for presenting.

Poster presentation

- All authors will register their poster at the poster registration desk on Sunday 18th March, from 18:00 to 19:00 hrs or on Monday 19th March from 08:15 to 09:00 hrs. Each poster will be assigned to a numbered panel in the Poster Session area.
- The poster viewing session will be held on Monday 19th at 18:30. Authors will set up their posters the same day any time between 08:00 and 14:30. Display panels and poster pins will be provided by the organizers.
- Maximum poster size allowed: 1m x 1m (preferably 70 cm (w) x 100 cm (h))
- Poster Session: Posters will be displayed on the assigned panels and authors are requested to be present during the poster viewing session, to answer questions and explain their poster to the participants.
- During the poster viewing session, the posters will be evaluated by an ad hoc jury and by the audience. Results of the evaluation will be summarized after the session and the jury will meet to select the best posters based on the evaluation by both groups.
- The winners of the best poster award will be notified on Tuesday morning 20th, to make sure they attend the awards ceremony.
- Best poster winners will receive the prize during the award ceremony that will take place on Wednesday 21st. They may have to prepare a brief presentation explaining their poster.
- Please address any questions related to posters to Dr. Gustavo Perrusquia