

International Symposium for High Performance Thin-Layer Chromatography Helsinki, Finland

Important information for the contributors (oral lectures & written posters)

1. General

- All presenters are required to register. If you have not already done so, please register on <http://www.hptlc.com>. In order to avoid "Poster No-Shows", posters where the presenter has not registered before April 30th, will be eliminated from the final program.
- Check the website <http://www.hptlc.com> for the preliminary programme and last minute information.
- The Journal of Planar Chromatography (see JPC notes to authors) will publish all full papers in the first 2009 issue, which will be dedicated to this symposium. These papers must be received until June 30th 2008 and have successfully passed the regular peer-reviewing process.

2. Oral contributions

- Presentation will be 20 minutes in length, discussion time included.
- The official symposium language will be **English**; no simultaneous translation will be available.
- The lecture room will be equipped with computer presentation (PC with PowerPoint + projector) facilities.
- When preparing your slides, remember the dictum "less is more", do not overload your slides with secondary information. Test your slides for readability.
- **Meet the chairman 20 minutes prior to the beginning of your session, and give the technician your presentation on CD-R or USB stick. Do not use 3 ½ " diskettes. Do not send us your presentation in advance by e-mail. Check briefly if your presentation works well.**

ALWAYS BRING A BACKUP OF YOUR POWERPOINT PRESENTATION ON EITHER CD-R OR USB STICK

- Acquaint yourself with the operation of the microphone and pointer.

3. Poster presentations

- We emphasize that oral contributions and poster presentations are equally important. Where a poster presentation has been assigned, this does not mean that the work is considered second class.
- Your poster should have the format A0 in portrait mode (84 cm wide and 119 cm high)
- Adhesive tape will be provided. The author must bring everything else.
- Posters must be prepared in advance: supplies for this purpose will not be available.
- Authors are responsible for mounting their material at the beginning of the symposium. They are also kindly requested to retire them before the closing ceremony.
- One of the authors should be at the poster for information and discussion during the time allocated to the poster session.
- The number of posters that can be accommodated is limited. If the number of submitted poster abstracts exceeds this limit, the posters selected for presentation will be indicated in the poster-presentation program.
- Remember that you are selling something important: your own work. You want to attract and hold the attention of the passer-by. Make a mock-up of your display with lettering and labelling the size you intend to use. Mount it, back away about two meters and see what impression it makes. Is it easy to read from a distance of one meter?

- Each poster must have a heading, giving the title and the author's name and affiliation. The content should be displayed in a logical sequence: introduction, results, discussion and conclusion.
- **A Poster Prize will be awarded at the closing ceremony**, including a short oral presentation of the 3 best posters.