International Conference
Gender in focus: (new) trends in media
University of Minho | Braga – Portugal
June 20-21, 2014

CONFERENCE PRESENTATION GUIDELINES

I. Paper Presentation Guidelines:

Oral papers will be allocated 10-12 minutes for presentation.

Because presentation time is limited, participants are encouraged to present their research work in a selective manner, emphasizing research questions, methods used, summary of main findings, and discussion. Paper presentations normally include interaction with the audience in the form of questions and answers.

Participants will be provided with laptops and projectors for PowerPoint presentations in each room.

II. Poster Presentation Guidelines:

i) Where and how?

Posters will be taped to trifold panels at the atrium of the Multimedia Auditorium, Institute of Education, where the coffee breaks will occur. Your poster will remain in the exhibit hall throughout the sessions: it should be constructed so that it presents the desired information in a self-explanatory manner.

You are expected to be at the Education Institute at 8:30 a.m. on Friday, June 20, 2014, to give yourself and the conference volunteers enough time to set up your poster.

You also need to confirm at the registration desk the time you must remove your poster.

Note that authors are responsible for printing their own poster and bringing them to the conference. We will provide adhesive tapes for mounting the posters on the trifold panels.

ii) Instructions:

Language: English (only)

Design and layout specifications:

- Dimensions: 120 cm X 90 cm.

- Orientation: "Portrait" (the long dimension is vertical).

- Material: Poster should be printed on matte or photo paper.

- Title should be large (at least 70-point font). Use all capital letters for the title.

- Text should be readable from around 150 cm away. Use a minimum font size of 18 points.

Please note that your poster must have:

- Author name(s);
- Affiliation(s);
- Title (*in accordance with the proposal submitted*);
- Content (*in accordance with the proposal submitted*).

Visuals:

- Present numerical data in the form of graphs rather then tables (to facilitate comprehension).

- Visuals should be simple and bold. Leave out or remove any unnecessary details.

- Make sure that each visual element are clearly explained. Visuals must be fully integrated with text (i.e., graph axes are properly labeled, maps have north arrows and distance scales, symbols are explained, figures have captions and they are numbered consecutively according to the order in which they are first mentioned in the text).

- Use color to enhance comprehension: keep it simple avoid unnecessary decoration.

- Neatly coloring black-line illustrations is entirely acceptable.

Text:

- Keep the text brief. Blocks of text should not exceed three paragraphs.

- Use text to:

  o Introduce your study: theme, problem/hypothesis and justification.
  o Explain visuals and direct viewers attention to significant data trends and relationships portrayed in the visuals.
  o State and explain the interpretations that follow from the data. In many cases, conclusions can be summarized in a bullet-point list.

- o Describe future research plans or questions for discussion with viewers, depending on the stage or nature of your project.

- Cite and reference any sources of information other than your own, using the APA Style (6th edition). For additional guidance, please consult the following websites:
  http://www.apastyle.org/
  and/or
  http://owl.english.purdue.edu/owl/resource/560/01/

- The "References Cited" is placed at the end of the poster.

iii) Suggestions:

A poster is a graphically based approach to presenting research. In presenting your research with a poster, you should aim to use it as a means for generating active discussion of your research.

- Limit the text to about one-fourth of the poster space, and use "visuals" (e.g., graphs, photographs, schematics, maps, etc.) to 'explain' your project.

- Present only enough data to support your conclusions. Do not try to cover too many things. On the other hand, make sure that you present sufficient data to support your conclusions.

- We strongly recommend you to prepare and print your poster in advance. It is common to face problems with printing (cropping, distortion, graphics), being necessary to rework the poster design.

- Near University of Minho you can find some facilities that provide Poster Printing Service. Please contact them directly. As an example, we listed *Copissaurio*:
  It is open Mon – Fri: 8:45 a.m. – 6:30 p.m. / Sat: 9:00 a.m. – 1:00 p.m.
  Phone: (+ 351) 253676642 / Email: conceicao@copissaurio.com
  Facebook: http://pt-pt.facebook.com/Copissaurio

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Please follow us for updates at:

http://genderfocus2014.wordpress.com/

https://www.facebook.com/GF2014Conference