These guidelines include information about the technical facilities of the conference venue, instructions for presentations, delivery of presentation materials, and some advice with regard to the preparation of papers and posters.

1. Instructions for abstract

Each presenting author of poster presentation has to submit an abstract until February 14th (Friday), 2020. The manuscripts have to be sent by e-mail in an electronic form as a MS word file (.docx) (Address see below – Secretary office). The abstract (see an example file provided by the secretary office) has to be written in English and should not exceed a page (less than 250 words). Times New Roman should be used. Page numbers, footers, and headers should not be included.

2. Technical information

Poster session

Posters will be displayed throughout the symposium. Therefore, posters have to be mounted by 13:00 on March 16th.

The size of the poster preferably should be AO (841 mm wide x 1189 mm long) and should not exceed a width of 900 mm and a height of 1200 mm (Portrait orientation). Poster number will be shown by large printed figures in the upper, left corner of the poster board. Poster materials should be attached to boards with pins provided by the symposium office.

The authors should stand in front of the poster during the session and have a 3-minutes interactive presentation with brief discussion in order of poster number. This brief presentation will be important subject to judge the “IS-IFS Best Presentation Award” (see below).

The poster should be removed after by 12:30 on March 17th.

Instructions for preparing the poster

- Do not exceed the maximum size possible (900 mm wide by 1200 mm long). Make sure your poster is prepared in portrait and not in landscape orientation.

- Your poster can be made as a single-sheet poster (to be preferred) or, alternatively, be produced as a multi-part poster, where individual elements (text sheets, figures, photos, etc) are mounted on a unifying background paper or card (material not provided by the IS-IFS organizers) and split into four or maximum six segments for easy transport.

- The poster content is preferably presented in sections with headings such as Introduction, Objectives, Methods, Results and Conclusions, but you might also use more informal headings, e.g. short statements or questions. The content can be arranged in columns or rows, or in some other structure, e.g. circular.

- The poster title should be placed at the top of the poster, and be identical to that given the meeting program. The title should be followed by the author names and addresses. A small photo of the poster presenter near to the name(s) is desired and might help the audience to know whom to approach for questions and discussion.

- Text size must be large enough allowing to read the poster from a 2-m distance.
Tables and figures should be easy to read and to comprehend. A written take-home message next to the table or figure might be helpful.

**IS-IFS Best Presentation Award**

- The symposium will present the award, “IS-IFS Best Presentation Award” to the excellent poster presentation(s).

**Secretary office:**

Yasuhiro FUKUDA Ph.D.,
Assistant Professor,
Laboratory of Sustainable Animal Environment,
Graduate School of Agricultural Science,
Tohoku University
yasuhiro.fukuda.b7@tohoku.ac.jp

232-3 Naruko-Onsen, Osaki Japan 989-6711
Tel&Fax: +81 229 84 7387

Note: for questions and further need for clarification please contact the Secretary office.