

MEASURING ANIMAL WELFARE AND APPLYING SCIENTIFIC ADVANCES - WHY IS IT STILL SO DIFFICULT?

UFAW International Symposium 27th-29th June 2017
Royal Holloway, University of London, Surrey, UK

INSTRUCTIONS FOR PRESENTERS

The symposium language is English. All oral presentations must be English as must the majority of the information contained in a poster. The symposium has no facilities for simultaneous translation.

- **Oral presentations**

For all talks, unless notified otherwise, the presumption is that the first author listed in the submitted abstract will be presenting the talk. As part of the time allocated for each talk, please ensure that at least 5 minutes are allowed for questions from delegates.

The symposium will use a PC based computer system running Office 2013 (at least) to run all PowerPoint presentations, so speakers need to ensure presentations are formatted for such. Presentation should be brought to the AV technician in the Windsor Building lecture theatre on a USB Memory stick and loaded prior to the session in which the talk is timetabled to take place – ideally during lunch or a refreshment break, or on registration, and at least two hours in advance.



Please ensure that your presentation is named such that your surname and the session in which you are talking is clear eg 'Smith 2.1 Stress and welfare'.

If video/audio clips are to be used as part of the presentation, can speakers ensure that the entire folder containing the Powerpoint presentation and video files are loaded (this will ensure all links within the presentation are maintained).

Important note for Macintosh users

To ensure that a presentation prepared on a MAC will be compatible with a PC computer, please note the following:

Use a common font, such as Arial, Calibri, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a visible on a PC computer running PowerPoint).

Insert pictures as .JPG files (and not .TIF, .PNG or .PICT – as these images may not be visible on a PC computer running PowerPoint).



Speakers are also asked to provide a .pdf of their presentation that registered delegates will be able to access on-line after the event.

- **Poster presentations**

For all poster presentations, unless notified otherwise, the presumption is that the first author listed in the submitted abstract will present the poster and be available to answer questions on it during the scheduled poster sessions. No contributor will be allowed to present more than **two posters**.

The poster boards on which the posters will be mounted will accommodate A0 Portrait size posters (ie 1189mm high x 841mm wide). The poster should be able to be mounted on these using Velcro hook and loop fastenings. Velcro will be provided on the day for those who need it. Posters should be put up on registration or during the first morning refreshment break on the 27th and taken down by no later than 4.00pm on the 29th.



Each poster must have a title and list of authors that matches that in the symposium proceedings and submitted abstract. Posters can include text, images, tables, graphs, etc and should encourage people to read the poster. It is suggested that it follows the format of a scientific paper with sections (and section headings) that flow logically - eg Introduction, Objective(s), Materials and Methods, Results, Discussion and Implications/Conclusion (for animal welfare). Any tables and/or graphs should be labelled appropriately with a title explaining them.

As a guide we would suggest that you use a font size of at least 14pt on your poster and that it should be able to read from a distance of 2-3m.

Please note: UFAW is not responsible for loss or damage to any posters that are not removed by authors by 4.00pm on the 29th July. Any posters left behind will be automatically destroyed.

Amending submitted abstract(s)

In advance of the symposium, minor amendments can be made to the submitted abstract, should presenters wish to do so. These must be sent to wickens@ufaw.org.uk before **15th May 2017**. As part of any such amendments, presenters should ensure that all the results that are to be discussed as part of the presentation are outlined in the abstract rather than reference being made to results that are forthcoming or of work or analysis still to be done.