

Dear Symposium Speaker,

Thank you for agreeing to contribute to the 16<sup>th</sup> Congress of the Polish Neuroscience Society!

For a tight organization, below please find guidelines for the symposia presenters that we kindly ask you to read and follow during the conference.

Please do not hesitate to contact us at [congress2023@ptbun.org.pl](mailto:congress2023@ptbun.org.pl) if you have any further questions.

Many thanks in advance for your cooperation,

The Organizing Committee

### SYMPOSIA PRESENTATIONS GUIDELINES

1. To ensure that each participant gets the most from the conference, the presentation schedule will be strictly adhered to by each Session Chairperson. Please collaborate with them by rigorously respecting your assigned time slot. We would like to avoid considerable disruption, lowering the quality of session and the conference as a whole.
2. For each Symposium time slot, three symposia will run simultaneously in three different rooms (A101, A103 and A105). Each 120-minute symposium is composed of 4 talks.
3. Keeping to the presentation schedule planned is critical for perfect time synchronization across the parallel sessions, which will allow the attendees to circulate between the different rooms.
4. Please look up in advance your session number and its localization (a room number) in the programme on the website (also, see the floor plan on the website to make sure where your symposium will be held).
5. Each talk is allocated a 25-minute time slot. Presenters are advised to give 20 minutes for the presentation itself, followed by 5 minutes for discussion with the audience. Please ensure that your presentation duration does not exceed these 20 minutes.

6. In the day of symposium, speakers are required to bring a Windows-readable USB external drive with a copy of their presentations (preferably in .pdf or .pptx format); they must upload their presentations to a PC located in the lecture room, which is assigned to their symposium session. This must be done a minimum of 30 minutes before the respective session. Please, cooperate in this issue with the organization volunteers and the technician support.
7. To avoid setup delays, we strongly discourage the use of your own laptop for the presentations. If you think that there is a good reason for making an exception, please contact us **before the start of the conference**. Authors who choose this option should recognize that the additional setup may cut into presentation time.
8. All computers in the session rooms include the following software tools: PowerPoint and Adobe Acrobat Reader (PDF-based). If you are going to need any other software, or any special hardware, please contact the Organizing Committee **before the start of the conference**.
9. The preferred aspect ratio will be 16:9.
10. Presenters will be able to verify that all necessary presentation materials are tested in their presentation room, well before the session begins.
11. In the conference venue there will be a technician, members of the organizing committee as well as our teams of students-volunteers (badges marked in red) will be available all the time to help you. Please do not hesitate to approach them for help.
12. The material presented at the conference must be substantively consistent to the contents of your abstract as well as the title and authorship must be matching that of your submission.
13. Due to the need to ensure the accessibility of the event to participants with special needs, we kindly ask the authors of the symposium talks not to use the red and green colors as adjacent on the presentation slides.

Thank you again for your collaboration. Let's work together to make this conference an unforgettable scientific event!

We are looking forward to seeing you in Toruń in September.

The Organizing Committee