

Due to the widespread COVID-19 pandemic situation, the 7th LACP3 will be hosted as a virtual event. All lectures and presentations will be provided on a virtual meeting platform.

For participants

- The program book includes abstracts and time schedules for each presentation.
- Registered participants will be provided a link to the session room via e-mail or teams
- Discussion between the viewers and presenters will be available via a virtual meeting platform during the designated session time.
- All contents in the 7th Latin-American Congress of Photocatalysis, Photochemistry and Photobiology (LACP3 2021) are copyright protected. Therefore, download, modification, and re-distribution of the content are strictly prohibited.

Oral presentations

- Plenary and regular talks are strongly encouraged to be pre-recorded and perform real-time Q&A session after the presentation (real-time streaming), in case there is a technical problem at the time of your participation.
- Presenters should be in the session room and participate in the Q&A session after the presentation.
- Presenters should upload the pre-recorded presentation file to the platform no later than October 20th, 2021. The oral presentation template should be used.
- Presenters should check the availability of the mic and camera before the session start.
- The presentation should be given within 15 minutes, and Q&A will be 5 minutes.
- The recorded video presentation should be submitted through the platform via Teams.

Preparation of the presentation

- **Practice** Your Virtual Presentation (Twice) and Test Your Audio and Test it Again. We encourage you to create a script of exactly what you want to say, read it out loud, and time it. Record yourself presenting from start to finish (no stopping to fix something). Watch the recording later and make improvements. ¡Do it again!.
- Record in a **bright and quiet space**. Record during the day when the sun is up and shining.
- Have a **clean background**, use as much light as possible (window light is perfect, let some sunshine in). A desk lamp right next to you will make the picture look less grainy. Too much light from behind leaves you featureless. Check that you are lit from the front, not from behind.
- **Use Slides**- The presentation can be supported and improved with slides.
- **Microphone** - It is recommended that the participants in the meeting make use of headphones (although if space where they are located is quiet, this would be enough). Do not touch the microphone while speaking & avoid having noisy accessories (bracelets, tapping a pen, etc.).

- If you use the internal mic from your laptop or device, make sure you are close enough, great audio is also a goal.
- **Camera** - either an internal webcam or external web/camera. Try not to move your laptop or device during your talk; it can cause shaking.
- **Composition** - Check that you are looking straight at the camera and your video feed is framing the upper part of your torso and your head. Have your whole head in the shot; it looks much more professional. Try not to cut off your head.
- **Presentation/Demo** – If you use your laptop, always put it to full screen, hide your mouse cursor and the "sharing screen" bar that shows at the bottom.
- **Reminder-** Don't forget to introduce yourself and smile! Make a good impression on the viewers.

Poster presentation

- Presenters attending the poster session should upload the poster file to the platform no later than October 20th, 2021.
- Poster files will be available to the registered audience during the conference.
- Discussion between the viewers and presenters should be available in the virtual meeting platform during the designated times.

Preparation of the Poster

Due to the virtual nature of the conference, we are only accepting Electronic Posters (E-Posters) in PDF format. Printed posters or photographs of printed posters will NOT be accepted.

The Poster should be a clear visual presentation of your submitted abstract and should meet the following criteria:

Title of the Poster

- It is recommended to keep the title of the Poster the same as in the submitted abstract. A slight modification which does not change the idea of the abstract is also allowed.

Poster size and format

- The Poster must be submitted in **PDF format** (A4, 210 X 297 mm, 10 MB file size limit).
- Upload a recorded video - Add **ONLY** recorded video link. In a short video of five minutes, the participant must explain the highlights of their work.

Your Information

- The top of the Poster should display, in the lettering of **18 Bold (Times New Roman)**, the following information: Title of your Paper, Name(s) of the author(s), and Affiliation(s).
- Please put your **7th LACP3 ID** on the top right corner of the Poster.

Lettering

- Kindly use UPPER and lower case letters for general content, as all capital text is difficult to read. It is recommended to use **14 Times New Roman** font style for the content of the Poster.
- Make sure there is enough contrast between the color of the text and the ' 'Poster's background.
- Text and presentation should be in **ENGLISH** only.

Content of the Poster

- Ensure that the specific sections (such as the background, methods, results, and conclusions) are easy to locate in the Poster.
- Try to keep the text easy to read and concise. The Poster should have a clear message, a logical layout, and be easy to comprehend.
- Avoid the use of full sentences and instead use short text in bullet point format.
- Avoid using watermarks that may detract from the readability of your Poster.

Illustrations

- Illustrations are the most important part of the Poster and will attract the most attention. Colorful charts and graphs are the easiest to read. Explanatory illustrations should be used instead of text whenever possible.
- Use only **static images**, and do not embed any videos or animation in your Poster.
- Try to utilize the space on your Poster as creatively as possible to attract the audience and make sure that the images are easy to understand.

Color

- Light backgrounds (white, yellow, light blue), use dark fonts (black, navy blue, dark green).
- On dark backgrounds (blue, purple), use light fonts (white, yellow, cyan, etc.).

Try to avoid

- Have a total file size is limited to 10 MB.
- The use of red or green in fonts or backgrounds as they are colors that are difficult to read.
- Full-width section, it won't be easy to read it when divided as a section, even zoomed in.
- Don't stretch the images manually or they will lose quality once zoomed in.

Try to be clear and concise with design and content. Less is more