

Guidelines for Authors

The Abstracts

The text of the abstracts in Czech and in English will be published in the Book of Abstracts and each participant will receive it in printed form upon registration. Please make sure that your abstract does not contain grammatical or factual errors. Corrections are to some extent possible by 30/04/2025 by sending a new version of the abstract. Only formatting will be edited by the organizers.

The length of the abstract text is limited to 2000 characters. Tables and pictures are not allowed.

The Lectures

On the day of your talk, please give your presentation on a flash drive to the organizers - preferably before the first talk. Recommended presentation format is .pptx.

We ask the speakers to respect the time dedicated to their lecture. It is 25 minutes for invited lectures, 15 minutes for others. Another 5 min is available for a short discussion.

Speakers will have a presenter with a laser pointer and a microphone at their disposal.

Recommendation: presentation format 16:9 or 4:3, minimum font size 28.

The posters – paper form

Paper posters will be displayed in the poster section in the adjacent hall. The recommended poster size is 90 x 120 cm (w x h), in portrait orientation. The minimum font size must be such that the content can be easily read from a distance of 1 m.

Posters will be attached to the stands using adhesive Velcro (provided by the organizer). Each stand will have a number. Make sure you place your poster on the stand with the number corresponding to your contribution. You can find the number of your poster in the program (e.g. P27, which belongs to the stand with the number 27).

The time slots dedicated to poster presentations will be clearly indicated in the program. We ask the presenters to be ready for possible questions during these time slots near their posters.

Other participants are asked to visit the poster exhibition during the poster sessions and vote for the best poster of the symposium – see [Best poster award](#).

The online posters

Online posters will be played in a loop on the wall in the adjacent hall + there will be an opportunity to view the posters in detail on a dedicated computer there. They will also be published on the symposium website from 19 to 31 May 2025.

Please send your poster electronically in PDF format no later than May 15, 2025 by 11:59 p.m. to czechfoodchem@vscht.cz or zuzana.prochazkova@vscht.cz.

Maximum file size is 5 MB in standard graphic format (e.g. A0). We strongly prefer the portrait poster format (you will not achieve good readability when using the landscape format.)

Please also state when submitting whether you agree to the publication of your poster on the symposium website for the duration of the symposium

General recommendations for creating posters:

Your poster should be readable from a distance of at least 1 m, so we recommend the Arial font and the smallest font size 28.

Language: Czech, Slovakian, English.

Keep the text simple and the messages straightforward.

Use bullet points.

Compose the poster, for example, from the following sections:

- Overview: summary of the reason for the measurement, methods and results
- Introduction: brief statement of the aim and background of the work
- Methods: specification of instruments, samples, material (the level of detail of the information should correspond to the focus of the work)
- Results: graphs, tables (preferably simple ones), images, spectra to illustrate the nature of the results. Any texts only to clarify the information, what the graph, table, etc. refers to, or a short summary of the observed results, trends, etc.
- Conclusions: Brief statement of the data found (positive and negative), indication of future research directions.
- Acknowledgements: with indication of relevant grant support, etc.

The full text contributions to The Book of Proceedings

See the individual file [here](#) or in the section [Downloads](#).