

# Open Source CFD International Conference Guidelines for Paper/Slides/Poster Presentations

## A. Paper Preparation Guidelines

1. A draft paper containing 2,000 - 4,000 words should be submitted by email in MS-Word or PDF format to the Conference Manager <[presentations@opensourcecfid.com](mailto:presentations@opensourcecfid.com)> by the deadline published at the conference website. Please contact us if the paper is larger than 5 Mb in size.
2. The paper should be arranged in the following order:
  - Title (18pt font size)
  - Author's name and affiliation (10pt font size)
  - A summary of the paper - maximum length 300 words (12pt font size)
  - Body of paper (12pt font size)
  - References and appendices as necessary.
3. Paper should be written and presented in English.
4. Fully justify the text.
5. The text should be single-line spaced. Double-line spacing should be used between paragraphs and at section headings.
6. Margins should be specified as follows:

Margin	A4	US Letter
Top	1.7 cm (0.66 inch)	1.7 cm (0.66 inch)
Bottom	3.8 cm (1.5 inch)	2.0 cm (0.75 inch)
Left	2.5 cm (1.0 inch)	2.5 cm (1.0 inch)
Right	2.5 cm (1.0 inch)	3.0 cm (1.2 inch)

7. Please label your file clearly with the name of the first author:  
e.g. **OSCIC12\_Lastname.pdf**
8. Following receipt, your paper will be subject to review.

## B. Oral Presentation Guidelines

Each presentation will be part of a series of up to four oral presentations. Authors are requested to arrive at the appropriate room, as identified in the oral presentation notification, 15 minutes before the session is due to start so that they can introduce themselves to the chairperson. **Your presentation should last 20 minutes, with a further 5 minutes allowed for questions from the audience.** The chairperson will oversee the session and will ensure that you keep strictly to time.

Since each paper will be available to participants in the form of the conference proceedings (subject to author approval), the presentations should concentrate on communicating only the major features of the work. To ensure that content is presented in a concise and comprehensible manner, it is recommended that:

- not more than eighteen slides are included;
- use a sans serif typeface, e.g., Arial, Helvetica;
- use a large font size;
- use strong visual contrast by avoiding closely-related colours;
- graphs should not normally contain more than three curves;
- tables should not normally contain more than 30 values;
- any animations should be tested in advance;
- the presentation should be rehearsed for time, sense and audibility.

Please bring your presentation with you to the conference. Conference support staff will be available in the speaker preparation room from 8.30am on both days of the conference. Please ask for details of the location of the room at the registration desk upon arrival. **You should go to the speaker preparation room to upload your presentation no later than 45 min before the session in which you are presenting is due to start.** Presentations will “go live” in each of the presentation rooms 30min before the session is due to start and at this stage all presentations must have been uploaded to the system.

To ensure the smooth running of sessions we request that speakers do not bring their own laptops to use for their presentation. **If you have specific IT requirements, please notify us by email [presentations@opensourcecfid.com](mailto:presentations@opensourcecfid.com) by the reported slides submission deadline.** Up-to-date computers running Windows XP, Microsoft PowerPoint 2003 and Adobe Acrobat will be used in the venue.

## C. Poster Presentation Guidelines

### Session format

There will be up to 12 posters displayed concurrently in the poster session. Posters will be on display all day. Authors are required to be present for one hour of the viewing time as identified in the poster presentation notification for discussion with other delegates. The display boards in the poster hall will each have an identifying number in the upper right hand corner.

**Posters should be prepared in landscape format with a maximum paper size of A0 (1189 mm wide X 841 mm high). A poster template is available from the event organisers. The event organisers are able to organise the printing of posters.**

To ensure clarity, the Poster background should be a solid colour. The sections should be arranged vertically, not horizontally, so readers can progress in columns from left to right. It is recommended that no more than six figures or tables are displayed, that graphs contain no more than three curves and tables and no more than 30 values.

General tips to ensure clarity include:

- Use a sans serif typeface, e.g., Arial, Helvetica.
- Use a large font size.
- Justify text to the left and right.
- Use strong visual contrast by avoiding closely-related colours, particularly against incompatible background colours.
- Use bullet points to help with accessing information.

### Poster content

**Title:** The Title must match that submitted in the abstract and must be easy to read from a distance of several metres. The centred title should stretch across most of the width of the poster board. Centred below the title should be the author(s) name(s) and affiliation(s).

**Introduction:** This section should succinctly provide a rationale for the study and lead to the statement of the purpose of the study. A hypothesis can also be included.

**Methods:** In this section, the methods employed should be described, detailing the participants, instrumentation, research design and data analysis. Use of diagrams to illustrate methods/procedures is encouraged, especially where this reduces the text.

**Results:** Summarise the key results. This may be most effectively presented by simple tables, figures, illustrations, and/or photographs. Each of these should include a brief but comprehensive legend so that the viewer does not have to look elsewhere for related information.

**Summary and Conclusion:** This section should be brief, with a concluding phrase or set of bullet points, stating the implications of the work.

**References:** These should be kept to a minimum.

**Acknowledgements:** Use the Acknowledgements to recognise funding source(s), institutional support, and individuals who have contributed but are not listed as authors as they have not contributed substantially to the work.