

Rules for the presentation of Oral Communications, Workshops, Videos and Posters

Plenary Sessions / Symposia:

- In situ presentation.
- Presentation time: 90 minutes.
- The 4 or 5 communications must have 15 minutes of presentation, which may be preceded by a brief presentation of the session as a whole. Time management, including immediate discussion after each communication and/or final discussion, is the responsibility of the symposium coordinator.

Oral communication:

1. *General:*

- Presentation in situ or remotely (with video).
- Presentation time: 15 minutes followed by 5 minutes of discussion.
- Computer and projector available.
- **The summary of the communication must be submitted to the organization by September 15, 2022, using the form provided by the organization.**
- You must convert your document to pdf format in order to avoid formatting changes. The document title must begin with the author's name (SURNAME, First Name), followed by the abbreviated title.
- The abstract must be sent to the email of WSAE '2023, wsae2023@gmail.com, mentioning in the body of the message the name of the author (SURNAME, First Name), the full title of your communication, the institution you represent and the country.
- You must also submit, in the same submission, an updated CV and a photo of the author(s), for dissemination purposes.

2. *Remote presentation:*

- Video presentation (max. 15 minutes) produced by the authors, followed by 5 minutes of discussion.
- Authors must watch remotely and will participate in the final discussion of the video presentation.
- **The video of the oral presentation must be sent to the organization of WSAE '2023 on February 15, 2023. It must have a time of about 10 minutes, with a maximum of 15 minutes.**
- Video recording must be in MPEG format, one of the most commonly used types of video files. The title of the video file must start with the author's name (SURNAME, First Name), followed by the abbreviated title of the work.

- Recording must be sent via WeTransfer. To send it, go to <https://wetransfer.com> and add your video recording file. Recipient email is WSAE email '2023, wsae2023@gmail.com. The title must contain the author's name (SURNAME, Name), followed by the abbreviated title. In the message field, you must provide your name (SURNAME, Name), the title of your work, the institution you represent and the country, as shown in the image below:

Upload files
Or select a folder

wsae2023@gmail.com

participant@email

Title
SURNAME, First Name - Abbreviation Title

SURNAME, First Name
Title of your work
Institution
Country

Transfer

Workshop:

1. General:

- Realization in person or remotely (synchronous).
- Dynamization time: 50 minutes.
- **The workshop summary must be submitted to the organization by September 15, 2022, using the form provided by the organization.**
- You must convert your document to pdf format in order to avoid formatting changes. The title of the document must begin with the name of its author (SURNAME, First Name), followed by the abbreviated title of the workshop.
- The abstract must be sent to the email of WSAE '2023, wsae2023@gmail.com, mentioning in the subject the name of the author (SURNAME, First Name), followed by the abbreviated title and in the body of the message the name of the author (SURNAME, Name), the full title of your workshop, the institution you represent and the country.
- You must also submit, in the same submission, an updated CV, a photo of the author(s) and a representative image of the workshop, for dissemination purposes.

2. *In situ*:

- Multimedia equipment available for loan: computer, projector, sound system, video and photography equipment, among others. If necessary, these needs should be identified on the form sent with the workshop summary.
- If it is necessary for the participants to have any specific material to carry out the workshop, the list must be submitted to the organization by February 15, 2023, in order to be disseminated by the participants. The list should be sent to the email of WSAE '2023, wsae2023@gmail.com, mentioning the name of the author in the subject (SURNAME, First Name), followed by the abbreviated title of the workshop.

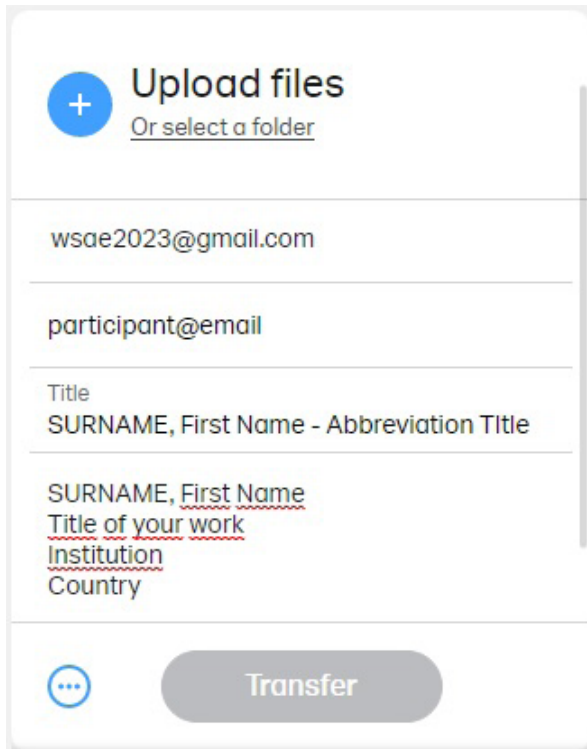
3. *Remotely*:

- The workshop will be held through a closed group, on a platform to be defined later (example: Teams or Zoom), through a link provided by the organization.
- The workshop is synchronous.
- An online test meeting will be held between the workshop promoter and the organization of WSAE '2023, the week before the event, on a date to be agreed between both.
- If it is necessary for the participants to have any specific material to carry out the workshop, the list must be submitted to the organization by February 15, 2023, in order to be disseminated by the participants. The list should be sent to the email of WSAE '2023, wsae2023@gmail.com, mentioning the name of the author in the subject (SURNAME, First Name), followed by the abbreviated title of the workshop.

Video:

- Presentation in situ or remotely.
- Videos must have 10 minutes of presentation, followed by 5 minutes of discussion.
- Authors must attend, in person or remotely, and will participate in the discussion at the end of the video presentation.
- **Videos must be sent to the WSAE 2023 organization by September 15, 2022. They must have a time of about 10 minutes, with a maximum of 15 minutes.**
- Must use event logos as in the presentation template example. They are available on the event's website, in png (image) and eps (vector) formats.
- Video recording must be in MPEG format, one of the most commonly used types of video files. The title of the video file must begin with the name of its author (SURNAME, First Name), followed by the abbreviated title of the work.
- Recording must be sent via WeTransfer. You must also submit, in the same submission, an updated CV, a photo of the author(s) and a thumbnail image of the video, for dissemination purposes.

- To send all the files, access the website <http://wettransfer.com> and add the files/ files of your video recording, CV and photos/images. Recipient email is WSAE email '2023, wsae2023@gmail.com. In the description field, you must provide your name (SURNAME, First Name), the title of your work, the institution you represent and the country, as shown in the image below:



The image shows a mobile application interface for uploading files. At the top, there is a blue circle with a white plus sign and the text "Upload files" and "Or select a folder". Below this, there are several input fields: "wsae2023@gmail.com", "participant@email", "Title" (with the example "SURNAME, First Name - Abbreviation Title"), and a larger text area containing "SURNAME, First Name", "Title of your work", "Institution", and "Country". At the bottom, there is a blue circle with three dots and a grey button labeled "Transfer".

Poster:

- Presentation in situ or remotely.
- Poster in digital format, sent in pdf, in horizontal format (16:9).
- It must be based on the available template or use the event logos in the same way. They are available on the event's website, in png (image) and eps (vector) formats.
- Presentation time: 3 minutes and, at the end of the presentations, 20 minutes for discussion.
- Authors should attend, in person or remotely, and participate in the discussion.
- **Posters in digital format must be sent to the WSAE 2023 organization by September 15, 2022.**
- You should convert your poster to pdf format to avoid formatting changes. The title of the poster file must begin with the author's name (SURNAME, First Name), followed by the abbreviated title of the work.
- The abstract must be sent to the email of WSAE '2023, wsae2023@gmail.com, , mentioning in the subject the name of its author (SURNAME, First Name), followed by the title of the poster and, in the body of the message, the name of its author (SURNAME, Name), the institution they represent and the country.
- You must also submit, in the same submission, an updated CV and a photo of the author(s), for dissemination purposes.