

SUBMIT AN ABSTRACT

December 1, 2014

Information regarding Abstract Submission

1. Abstracts for 2nd JRC 2015 should be prepared using this template: **surname_institution_session**
2. Please save your document with your **surname**, your **institution**, and the **session number** you wish to contribute to (i.e. Tarzan_JF_2)
3. Authors institutions should be indicated by superscript numbers following their names:
*John C. Smith^{*1}, Joe P. Bloggs¹, Anne C. Furnes²*
(The presenting author should be marked with a *).
4. Contact information for each author should be provided and correspond to the superscripted numbers. Email addresses should be added at the end inside brackets.
i.e. ¹The Grant Institute of Earth Sciences, The Kings Buildings, Edinburgh, EH9 1EL
(John.Smith@az.ac.uk, Joe.Bloggs@az.ac.uk)
5. Abstracts must not exceed **one A4 page** in the template. This includes the space taken by the title, contact information and any images or equations. Any abstracts longer than one column will be either cut short or rejected.
6. Only one abstract can be submitted per delegate
7. Then submit your abstract by email to ua@jf.fo Please note that you must have registered for the conference *before* submitting an abstract.

Guidance for Oral Presenters

1. Presentations should last a maximum of 20 minutes, which allows for 3-5 minutes of questions. The session convener will notify you when you have three minutes left to speak.
2. Presentations should be in one of the file formats below. The presenting computer will be running on a Windows platform, and have MS Office 2010 or later installed
File formats: ppt, pptx, pdf
3. A variety of microphone options are available, but the fixed microphones at the front of the stage will likely be the default option

Guidance for Poster Presenters

1. Posters must be printed **A0** and in **portrait orientation**
2. Poster boards will be numbered, and each poster/presenter will be allocated a board which must be used
3. Posters must be put up by presenters at the beginning of the conferences using the velcro tabs provided
4. Poster presenters are strongly encouraged to include their **full names** and a **photo** on their posters