



**VI INTERNATIONAL SYMPOSIUM  
ON POMEGRANATE**  
and Minor Mediterranean Fruits  
**BARI , ITALY 22-25 SEPTEMBER 2025**

## Speaker Guidelines – POMSYM 2025

### 1. General Guidelines (for all speakers)

- **Arrival:** please arrive at the session room at least **30 minutes before** the start of your session.
- **Equipment:** computers in the session rooms will have standard software (PowerPoint, PDF, Keynote).
  - Bring your presentation on a **USB stick**.
  - Upload the file in advance at the beginning of the day by handing it over to the staff.
- **Mandatory e-mail submission:** all presentation files must also be sent to [symposium@pomsym2025.com](mailto:symposium@pomsym2025.com).
  - **File naming convention:** `day_time_speaker-name` (e.g. `June12_10.30_rossi.pptx`).
- **Recommended file format:** PDF or PPTX.
- **Official template:** all presenters must use the **official 2025 PowerPoint layout**, available at [https://pomsym2025.com/Base\\_for\\_powerpoint\\_presentation.pptx](https://pomsym2025.com/Base_for_powerpoint_presentation.pptx)
- **Poster template:** all posters must follow the official 2025 layout, available at [https://pomsym2025.com/poster\\_template\\_pomsym.pptx](https://pomsym2025.com/poster_template_pomsym.pptx).
- **Language:** English is the official language of the symposium.
- **Contacts in slides:** include **name, affiliation, and e-mail address** in your presentation.
- **Timekeeping:** session chairs will be strict. Each speaker must be ready to step in **immediately after** the previous one.
- **Q&A:** prepare **short, constructive answers** to encourage discussion.



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- **Wi-Fi connection:** EDUROAM is available (with your institutional credentials, if federated). Alternatively, speakers may request a **guest login** with individual username/password from the staff.

## 2. Oral Presentations

- **Duration:**
  - Regular presentation: **12 minutes + 3 minutes Q&A.**
  - Keynote lecture: **30 minutes + 30 minutes Q&A.**
- **Slide design:** use only the **official template** provided.
- **Backup:** keep a copy of your file stored in the **cloud** or accessible via **e-mail**.

## 3. Poster Presentations

- **Required format:** 70 × 100 cm, portrait orientation.
- **During the poster session:**
  - Be present near your poster throughout the session.
  - Bring **business cards** or a **QR code** to share your contact details and paper.

## 4. Logistics

- **Coffee breaks:**
  - Scheduled in the morning and afternoon.
  - Served at the **bar on the lower floor** of the venue (follow the signage).
- **Lunch:**
  - Available at a **partner facility next to the venue**, clearly indicated with signage.





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- If you have **food intolerances, special requirements, or dietary preferences**, please notify the **official symposium e-mail** well in advance. The staff will do their best to accommodate your needs.