

# INSTRUCTIONS FOR ORAL PRESENTATION

## PREPARING YOUR PRESENTATION

Please prepare your presentation in 16:9 format (screen is in format ratio 16:9). We recommend to save your PowerPoint presentation using PPTX format.

### PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities.

**Your presentation must be submitted to the "Session Room" at least 1 hour before the beginning of your session.** A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use the provided PC onsite. **Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician.**

### General Information

Please use **Microsoft PowerPoint** (.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee they will open successfully on an on-site PC.

We recommend you save your **PowerPoint** presentation using **PPTX**.

You can also use our [Powerpoint template](#).

Please note that we cannot guarantee the quality of Macintosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.

Please prepare your presentation in 16:9 format (screens are in 16:9 aspect).

### PRESENTATION LENGTH, if not scheduled otherwise:

|                          |   |
|--------------------------|---|
| <b>Plenary Sessions</b>  | 30 minutes incl. Q&A (please allow 5 minutes) |
| <b>Teaching Sessions</b> | 30 minutes incl. Q&A (please allow 5 minutes) |
| <b>Abstract Sessions</b> | 10 minutes incl. Q&A (please allow 2 minutes) |

### Pictures/Videos

JPG images are the preferred file format for inserted images. GIF, TIF, or BMP formats will be accepted as well.

Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.

If you have any videos in your presentation, please test them with the on-site PC several hours before your presentation. Generally, the MP4, MOV and AVI formats should work with no difficulties. Video inserted into MS PowerPoint 2013 and higher versions are embedded into the presentations.

### How to save your presentation

Please save your presentation on one of the following discs or mediums: an external portable hard drive or USB flash disc.

Save all files associated with your presentation (PowerPoint file, movie/video files, etc.) to one folder/location.

If you are giving more than one presentation during the event, please save each one in a separate folder and clearly label it with the presentation code to avoid any on-site confusion or technical issues.

Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

## SPEAKERS' READY ROOM

All session halls are equipped with standard PowerPoint presentation facilities. All presentations will be networked to the appropriate room "Speakers' Ready Room" (**Lomond Foyer** located on the ground floor of the venue – Level 0).

All speakers are kindly requested to submit their presentations to the Speakers' Ready Room **at least one hour prior to the session** in which they are presenting. For early morning sessions, please submit your presentation the day before.

We kindly ask you to hand in your presentation to the technical staff in the Speakers' Ready Room on-site via an external drive. While doing so, we encourage speakers to verify their presentation. This will ensure no formatting errors.

IT support will be available in all the conference rooms during live sessions. All speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes before the start of your session and follow the instructions from the Chairs and/or technician. During your presentation, a remote control will be available for controlling your presentation. Please adhere to your allocated time, as you will not be permitted to exceed it. At the end of the Conference, all presentations will be deleted from the presentation system and computers on-site.

### Opening Hours of the Speakers' Ready Room

|                                  |             |
|----------------------------------|-------------|
| <b>Tuesday, 21 April, 2026</b>   | 15:30–20:00 |
| <b>Wednesday, 22 April, 2026</b> | 07:40–17:30 |
| <b>Thursday, 23 April, 2026</b>  | 07:40–18:30 |
| <b>Friday, 24 April, 2026</b>    | 08:00–14:00 |

## OTHER INFORMATION

During your lecture, you may use a remote control to operate your presentation.

Use of personal notebooks for presentations is not permitted unless it has been specifically arranged in advance.

All presentations will be deleted from all the PC used during the event.

We kindly ask all the speakers to keep the time of their presentations.