

Oral and Poster Presentation Guidelines

Kindly read the appropriate section of these guidelines carefully, as it may contain important information related to your presentation.

The guidelines are for presenters of the following presentation types:

- Oral presentations
- Poster presentations
- Poster pitches

Please note that for all presentations the (presenting) author needs to be registered and attend the congress in person to give the presentation. Online presentations are not allowed.

Guidelines for oral presentations

Date and time of your presentation

- Please view the online programme schedule for details regarding your presentation, including the session date and time. The programme will be published at the end of June.
- Your presentation time slot is 15 minutes in total, including 12 min for presentation and 3 min for questions after your presentation. Kindly keep that in mind when you prepare your presentation.

Preparing for your oral presentation

- Use **MS PowerPoint** for your presentation slides. They must be in landscape format, using a **16:9 ratio**.
- You need to **upload your presentation by Friday 1 August** at the latest. You will receive an email with further instructions regarding the upload of your presentation. Additionally, we encourage you to save your files on a USB stick and bring it with you as a backup.
- Please ensure that any videos included in your presentation are embedded in the PowerPoint. Before uploading, verify that the video plays correctly on a different laptop than the one used to create it.
- Please keep in mind that the ISAE 2025 organisers need time to process the schedule of the presentations, for example by sorting them in the correct order per day/time and per room. Therefore, the above-mentioned deadline cannot be extended.
- Please keep in mind that the presentation must be either in PowerPoint or be PowerPoint compatible. If you created your presentation in, for example, Apple Keynote, you need to convert it to PowerPoint on your laptop before uploading it.
- Name your file with your name and date/time of presentation, as follows:
[Year month day_time_presenters-name_title-short]
For example: *20250522_0900_Smith_sample-presentation-title*
- Do not just use the name of the conference or the presentation title. This will prevent any confusion when loading the presentation on the onsite computer.

Onsite at ISAE2025

- If you have questions or need help, please go to the Speaker Service Desk, where staff will be available to assist you.
- Please report at the room where your session is scheduled to take place at least 15 minutes before session start, to get familiar with the AV equipment and to get instructions from the session chairs.
- Please sit close to the stage. As your presentation is to start, you will be introduced by the session chair. Please take position behind the lectern and begin your presentation.

Guidelines for poster presentations

Preparing your poster

- Posters should be created in portrait layout.
- The poster size is A0 (841 mm x 1189 mm / 33.1 inches x 46.8 inches).
- Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.
- You need to bring your printed poster with you to the venue.
- Hanging materials for your poster will be made available onsite. Please do not laminate your poster, as the hanging materials are not designed to hold up the extra weight.
- One poster board is available for each poster presentation.
- Posters must be brought to the meeting by the presenting author. They should not be mailed in advance.
- Keep in mind that there are no printing possibilities at the venue to print your poster!

Hanging up your poster

- Hang up your poster by **5 August, 10:00** at the latest. We kindly ask that you remove your poster after **8 August, 11:30**. Any posters not removed by 15.00 will be removed by the organisation and discarded.
- Posters will be organised by topic in the Poster Area. Check the floorplan of the area to view which area belongs to your topic and put up your poster on the board that is assigned to the poster number of your poster.
- If you need assistance to find the correct location or hanging up your poster, please reach out to one of the staff in the Poster area (Gamma room) who will be available to help you on 4 and 5 August.
- Materials to hang your poster will be provided.

Poster session times

Poster session times are given in the programme. You are expected to be present at your poster during the Poster Reception on Tuesday and some of the poster sessions as announced in the programme.

Guidelines for poster pitches

Preparation of your pitch

- Please view the online programme schedule for details regarding your presentation, including the session date and time.
- You can pitch your poster during 1 minute.
- Please prepare 1 attractive slide without animations to stimulate the audience to visit your poster. Use **MS PowerPoint** for your poster pitch slide. The slide must be in landscape format, using a **16:9 ratio**.
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