

Presentation Guidelines for Participants

AT A GLANCE	
Arrival	Be at the assigned venue at least 5 minutes before the session.
Presentation	8 minutes
Q&A	5 minutes
Slide format	• PowerPoint (.ppt or .pptx) or PDF (.pdf) file • Approximately 10–12 slides • 16:9 widescreen

IMPORTANT NOTE: Presentations must follow the parallel session and presentation sequence published in the schedule. Any change is subject to the approval of the FEBS2026 Secretariat and the session chair.

1. Time Allocation

Each paper is allocated a 13-minute slot, split as follows:

Component	Duration	Notes
Presentation	8 minutes	The session chair will signal at 6 and 8 minutes
Q&A	5 minutes	Managed by the session chair
Total per paper	13 minutes	

Presenters must observe the allocated time so that all papers can be presented according to schedule. The session chair may ask a presenter to conclude when the presentation time has expired.

2. Presentation File

Prepare your presentation in one of the following formats:

- Microsoft PowerPoint: .ppt or .pptx
- PDF: as a backup in case of formatting or compatibility issues

Recommended file name:

File-naming format: Paper ID_ Author Name_Short Title
Example: 150_Ahmad_Regional Poverty.pptx

Bring at least one copy on a USB drive. A second copy stored in your email or cloud storage is also recommended.

IMPORTANT NOTE: Use of Canva and other online presentation platforms

Presenters may use Canva or other online platforms to prepare their presentation slides. However, the final presentation must be downloaded or exported in advance as a PowerPoint or PDF file and saved on a USB drive.

Presenting directly through the Canva website or logging into an online presentation account during the session is not permitted. This is to avoid delays caused by internet connectivity, login difficulties, forgotten passwords, file-loading delays, or other technical issues.

3. Slide Format and Design

- Use a 16:9 widescreen aspect ratio.
- Prepare approximately 10–12 slides for an 8-minute presentation.
- Keep text concise and use figures, tables and diagrams where appropriate.
- Ensure that labels, legends and references are readable from the back of the room.
- Avoid excessive animations, embedded online media or elements that depend on internet access.

4. Arrival

- Check your presentation session and its venue in the conference programme (parallel session schedule).
- Any request to change the assigned presentation session is subject to the approval of the FEBS2026 Secretariat.
- Arrive at the assigned venue at least 5 minutes before the session begins.
- Confirm your attendance with the session chair.
- Check the presentation sequence in the conference programme (parallel session schedule).
- Any change to the sequence is subject to the approval of the session chair.
- Upload or open your presentation file before the session starts.
- Remain in the session until all presentations and discussions have concluded.
- If you must withdraw or cannot attend, notify the secretariat as early as possible.

IMPORTANT NOTE: Late Arrival or Failure to Attend

- A presenter who is absent when called according to the assigned sequence may be recorded as temporarily absent while the session continues.
- A late presenter may be accommodated at the end of the session only if time permits and with the approval of the session chair.
- A paper may be recorded as “not presented” when no author or authorised presenter is available, or when the scheduled opportunity to present has passed and no time remains

5. Presentation and Q&A

- Only one author is required to deliver the presentation. Co-authors may participate in the Q&A session.
- Any change of presenter should be communicated to the session chair before the session begins.
- Do not read the manuscript or slides word for word.
- Use professional and respectful language.
- Do not disclose confidential, proprietary or personally identifiable information without authorisation.
- Watch for the chair's time signals: a signal at 6 minutes (2 minutes remaining) and again at 8 minutes (time is up).
- When the 8-minute limit is reached, briefly state your key conclusion so the audience has closure, then move directly to Q&A.
- The chair will invite and moderate questions from the floor.
- Keep answers concise and aim to keep each answer under one minute.
- Respond constructively to questions and comments.
- Session chairs have full authority to enforce timing; please follow their instructions promptly.

IMPORTANT NOTE: Use of a Personal Laptop

- Presenters who intend to use their own laptop are advised to bring the necessary video converter or adapter if their laptop does not have a standard HDMI port.
- Presenters are advised to test the connection before the session begins to avoid delays.

6. General Conduct

- Dress code: business casual or formal, consistent with an academic conference.
- Please silence mobile phones during all sessions, including when you are not presenting.