

## PRESENTATION GUIDELINES

### SFP SHORT FREE PAPER – JAM JUST-A-MINUTE PRESENTERS

#### PRESENTATION FORMATS & TIME LIMITS

##### SFP Short Free Paper

3-minute presentation for each free paper + 1 minute for discussion.

Maximum number of slides allowed: 7 slides (6 presentation slides + 1 introduction slide)

##### JAM Just-A-Minute

1-minute presentation for each free paper.

Maximum number of slides allowed: 1 slide

**Important:** Please note that presentation time is strictly limited, no exception.

At the end of your allotted time, the AV system will be switched off. A countdown timer will be placed in front of the lectern—please monitor it closely.

#### TEMPLATE (OPTIONAL)

You may optionally use the official Congress template to prepare your slides. Download it [HERE](#).

#### SUBMISSION OF PRESENTATIONS

All **Short Free Paper** and **Just-A-Minute** presenters must upload their presentations in advance using the following link:

 [Upload your presentation here](#)

**Deadline: 24 August 2025** – Late submissions will not be accepted.

##### Important:

- You **must log in with the same email address** you used to submit your abstract. This email gives you access to the platform to upload your presentation.
- At your first access, you will need to generate a password.  
If you need to generate or reset your password, please click **“Forgot your password?”** on the login page.
- Please note that if you have presentations as Free Paper or in any other session **outside** Short Free Paper or JAM, those will **not** appear here.

##### Technical requirements:

- **Maximum file size:** 50 MB per file
- **Format:** PowerPoint only (pptx)
- External content: Videos and other external files are not permitted
- Only one file may be submitted per presentation



## AT THE CONGRESS

- Arrive at your session room at least **15 minutes before** your session starts.
- Be ready near the stage to start immediately after the preceding presentation.
- For **SFP sessions**: discussion will take place after each block of 3–4 presentations.
- **JAM sessions** will take place during coffee breaks in the Exhibition Area (3rd floor).
- All presentations must be delivered live. Prerecorded or virtual presentations will not be accepted.

For full programme details, please check the Interactive Programme on the Congress website: [Congress Programme](#)

## IF YOU ARE A MODERATOR

- Locate your session room in advance and arrive **at least 10 minutes before** the start of the session.
- Review presentation times in the Interactive Programme. The Program with the timing and the abstract summary of each paper is available at the Congress website: [Congress Programme](#)
- Ensure speakers strictly adhere to the time schedule.
- The AV system will be switched off at the end of each allotted time. Hence pay careful attention to the countdown timer placed in front of the lectern and table.
- Time limits per presentation:
  - **FP – Free Paper**: 5 minutes
  - **SFP – Short Free Paper**: 3 minutes
  - **JAM – Just-A-Minute**: 1 minute
- Each session of Free Papers and Short Free Papers will be split into blocks of presentations; discussion will be held at the end of each block (approx. 3-4 papers in each block).
- The JAM sessions will be held during the coffee breaks of the Congress, at the Exhibition Area located on the 3<sup>rd</sup> floor of the venue.
- Each presenter must be ready close to the stage to start the presentation right after the preceding one is finished.
- Microphones for questions will be available in each session room.
- Audience questions: Participants - Audience in the discussion should not speak before they are recognized by the chair and must first clearly state their name, institution and country of origin.