**Presentation Guideline for Oral and Poster Sessions**

**INTRODUCTION**

Authors whose papers are included in the technical program must prepare and submit either a presentation for the oral session or a poster for the poster session, in accordance with their original submission type.

This document provides guidelines to help authors in preparing for these sessions at ICSV31.

**ORAL PRESENTATIONS GUIDELINES**

All oral presenters **must be on-site.**

Oral presenters will have 10 minutes for the presentation, followed by 3 minutes for questions and 2 minutes for transition. The timing will be strict, and session chairs will conclude the presentation exceeding the 15-minute limit.

Presenters should introduce themselves to the session chairs during the break prior to their session.

**Presentation Materials**

* Presentation slides must be prepared either in the standard MS PowerPoint (.pptx) or PDF format; however, PPTX format is highly recommended. You may use Keynote (Mac), but you MUST convert it into a PDF for the use on-site.
* Recommended aspect ratio: **16:9 landscape**.

***\* The presentation template will not be provided.***

**Speaker Check-In**

* **Location**: Speaker Check-In Room (**Room 203).**
* **Operating Hours: 08:30-17:00, Monday – Wednesday**
* Presentations must be submitted via USB flash drive at the Speaker Check-In Room (Room 203) at least two hours before their scheduled session. \*Presenters scheduled for Thursday should check-in by Wednesday.
* All presentations will be run on congress-provided PCs; personal laptops may not be used.
* The congress has arranged for PC laptops equipped with Windows 10 or Windows 11, 64-Bit, MS-Office 2019, and Adobe Reader X11. PowerPoint and Portable Document Format (pdf) are the accepted presentation formats.
* Multi-media sound or video files should be embedded in the presentation file. If not, media files must be submitted separately with clear instruction.
* File Naming

Presentation files must be named using the assigned presentation code, which follows the format:

Day – Session Room Number – Session Order – Presentation Order within the session.

\*Example: **Mon.204.2\_1.pptx**

<File name code Table>

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Room Number** | **Session Order** | **Presentation Order** |
| **Mon** | **204** | **2** | **1** |

**Speaker Instructions**

* **Arrive at the session room at least 20 minutes prior** to the session starts to familiarize yourself with equipment and procedures.
* Please sit near the front of the session room.
* The Session Chair will introduce your presentation and monitor the duration.
* A laser pointer and slide advancer will be provided at the podium.
* **A podium monitor will not be provided.** If you need to view your presentation notes, please bring your own laptop. NOTE: All presentations must still be operated from the congress-provided computer; personal laptops may not be used for slide projection.

**POSTER PRESENTATION GUIDELINES**

All poster presenters are required to prepare a physical poster and are responsible for bringing it to the congress for on-site display.

Each poster panel accommodates one poster and attached using adhesive tape.

Please note that **no electrical power is provided at the poster stations.**

**Poster Format Requirements**

* **All authors MUST use the official poster template,** available on the official website or downloaded from google drive ([click here](https://docs.google.com/presentation/d/12oAE-JIXiJjSjP_6K0sR9a2pytOneDvB/edit?slide=id.p1#slide=id.p1))
* Standard A0 size: 841mm(W) x 1,189mm(H) in **portrait**.
* Make sure that the poster is readable from the distance of 2-meters.
* All posters must be prepared in **English**.
* Bring your printed poster with you to the congress. On-site printing facilities will **not be available**.
* All poster presenters must be **registered for ICSV31** to present their work.
* The poster titles must be identical to the title of the submitted abstract/paper.
* Must include the title, author list, affiliations, and abstract/paper number.
* Design the poster to be self-explanatory, as they will be displayed throughout the congress and attendees may view them independently.
* Print your poster on **regular or slightly thick paper**. Please avoid heavy materials as they may not adhere properly to the poster panels.

**Poster Area and Set Up**

* **Location:** Grand Ballroom B
* The poster area will be open from Monday to Thursday for the duration of the congress.
* Your poster board number will be announced no later than three days before the congress start date.
* **Poster Set Up:** Sunday, 6 July from 14:00 to 18:00 (\*Strongly Recommended)
* As the Opening Ceremony will be held in Grand Ballroom A-B on Monday, 7 July at 08:30, all poster presenters are strongly encouraged to complete their set up on Sunday, 6 July.

**Poster Presentation Session**

* **Datre & Time:** Wednesday, July 9, from 16:30 to 18:00
* **Location:** Poster Area of **Grand Ballroom B**.
* No oral sessions will be held during this time.
* All poster presenters must be at their assigned boards **at least 20 minutes before the session.**