

PRESENTATION GUIDELINES

To ensure that the conference runs to the programme schedule presenters are required to comply to their allocated time:

- **Symposium** – 70-minute (55 minute presentations, 15 min Q&A)
- **Oral Presentation** – 8-minute presentation + 2 min Q&A
- **Pitch Oral Presentation** – 2-minute presentation + 1 min Q&A

Your Presentation:

Please note: all presenters are required to register for the conference.

You must submit the final version of your session slides through the abstract submission portal: <https://hepa2026.si/abstracts-and-symposia-submission-guidelines/> or <https://www.conftool.com/hepa2026/index.php?page=index> by **Monday 10 August 2026**.

Any version sent/received after **Monday 10 August 2026** will NOT be accepted.

How to upload: Go to **Your Submissions** → **Upload File(s)** (marked in yellow on the right side of each submission) → Choose a file → upload the file in one of the following formats: PPT, PPTX, ZIP.

IMPORTANT! All presentations for each symposium should be combined into one presentation. Only 1 file can be uploaded for each submission (abstract or symposium).

The conference PowerPoint presentation template is available here: <https://docs.google.com/presentation/d/1eM7YKtpS1zrHY7FjtCE5QCd4qr9RmTvW/edit?slide=id.p1#slide=id.p1>

PowerPoint / Slide Design

- Presentations may only be submitted as PowerPoint. No other audio-visual layout (e.g. slide, video, or overhead) or software is permitted.
- Please note that you cannot present from your own laptop or USB in the session rooms.
- All presentations will be pre-uploaded so that your presentation slides are ready to play.
- All slides are to be in a 16:9 Aspect Ratio.
- Keep your presentation as simple as possible to avoid hardware or software conflicts.
- Audio and video files, animated text, slide transitions, animated figures, superscripts, and subscripts cause most of the problems
- Prepare your presentation as a single file to run on PC, as a Microsoft Office PowerPoint presentation format file. Save your file as a normal PowerPoint file(.pptx).

- Do not save your file as a PowerPoint Show (.ppsx) file.
- All presentations must run on Windows operating system. Conference computers will run on Windows. Please create your presentation in PowerPoint for Windows. If you use PowerPoint for Mac please test it on a Windows computer before submitting.

Conference organisers will pre-load all presentations onto conference computers. Presenters will NOT be allowed to use their own laptop computer. Apple computers will NOT be available.