Symposia Presentation Guidelines

1. Overview

Symposia will only be held if all approved roles (chair(s), discussant if applicable, and presenters) are fulfilled and registered, including payment, by March 25, 2026.

If the originally listed presenter is unable to attend, another co-author must register for the presentation to remain in the program. In such cases, please notify the ISSBD 2026 Program Team accordingly.

2. Language

The official language of ISSBD 2026 is English. All presentations must be prepared and delivered in English.

3. Presentation File Format

All symposium presenters must prepare their presentation files in PDF or MS PowerPoint format. Mac users are highly encouraged to bring a PDF version due to potential technical issues related to fonts and software compatibility.

- Slide Aspect Ratio: 16:9
- Fonts: Use standard fonts such as *Times New Roman* or *Arial*
- If special fonts are used, please bring the font files to the Preview Room or save the file as a PDF
- If your presentation includes video files, please bring them in MP4, AVI, or WMV format
- If you wish to include the ISSBD 2026 logo in your slides, please download it here

4. Preview Room

All presenters must submit their presentation files at the Preview Room, **preferably <u>one day before or at least two hours prior</u> to their scheduled session**. Technicians will assist with file checking and uploading.

The location and operating hours of the Preview Room will be announced in due course.

Please note that ISSBD 2026 does NOT accept or store presentation files sent via email.

5. Session Room

All session rooms are equipped with Windows-based laptop computers and a monitor on the podium for speakers. Speakers MUST NOT plan to use their laptop computers during the presentation(s) at any time.

6. Disclosure & Copyrights

Presenters are responsible for ensuring that all content in their presentations complies with applicable copyright, ethical, and disclosure requirements, including the proper acknowledgment of sources, affiliations, and any potential conflicts of interest.

By submitting and presenting at ISSBD 2026, presenters grant the ISSBD 2026 Organizing Committee a non-exclusive right to use, reproduce, and publish submitted abstracts, titles, author information, and presentation summaries in the conference program, proceedings, and related promotional or archival materials.

The copyright of all presentation materials remains with the authors.

7. Registration

All chairs, discussants, and presenters must complete their conference registration, including payment, by March 25, 2026, for their symposia to be included in the final program.

If you have any inquiries regarding the symposia, please contact the ISSBD 2026 Program Team at program@issbd2026.org.