

Oral Presentation Guidelines

1. Session Guidelines

Each symposium session is allotted 90 minutes. The chair is responsible for introducing the theme and presenters, directing the session, and ensuring strict time management. Each presenter has 15 minutes. If a discussant is present, they will provide a concise overview and brief commentary on the presentations. The chair should also facilitate at least 15 minutes of open discussion with the audience.

2. Language

All presentations must be prepared and delivered in English.

3. Presentation File Format

- **Supported Formats:** Please prepare your files in **MS PowerPoint (PPT) or PDF**.
 - *Note for Mac users: We highly recommend bringing a PDF version to avoid font or software compatibility issues.*
- **Slide Design:**
 - **Aspect Ratio:** 16:9 (widescreen)
 - **Fonts:** Use standard fonts (e.g., Times New Roman, Arial). If using special fonts, save the file as a PDF or bring the font files.
 - **Logo:** If you wish to use the ISSBD 2026 logo, available for download [[here](#)]
- **Video Files:** Ensure all videos are in MP4, AVI, or WMV format.
- **Submission:** Bring your files on a USB flash drive.
 - Visit the **Preview Room** to transfer your files to the Windows-based onsite computers.

4. Preview Room

All presenters must visit the Preview Room to submit and check their presentation files. Please visit **one day in advance** or at least **TWO HOURS BEFORE your scheduled session**. Technical staff will assist with file verification and the uploading process.

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

If you are submitting multiple files, please ensure each presentation is saved as a **separate file** and clearly labeled for efficient processing.

- **Location:** Room 110, 1F
- **Operation hours:** Please note that hours vary by date. Refer to the timetable below:

Date	Opens	Closes
Day 1 , Sunday, June 21, 2026	09:00	17:00
Day 2 , Monday, June 22, 2026	07:30	17:00
Day 3 , Tuesday, June 23, 2026	07:30	17:00
Day 4 , Wednesday, June 24, 2026	07:30	17:00
Day 5 , Thursday, June 25, 2026	07:30	15:00

5. Session Room & Technical Support

All session rooms are equipped with a projector, a sound system, and a monitor on the podium. Microphones will also be provided. To ensure a smooth transition between sessions, presenters **MUST NOT** use their personal laptops at any time. Our staff will be stationed in each room to assist with any issues during the sessions.

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, 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.