GUIDELINE FOR ORAL PRESENTATIONS & PREPARATION OF YOUR SLIDES | EMIM 2026

QUICK CHECKLIST & WORKFLOW

(1) **Prepare** your slides (PPTX or PDF format, 16:9 ratio).
(2) **Upload** the file to the submission system at least 12 hours before your scheduled talk.
(3) **Proceed** to the speaker check-in counter in Ljubljana for a final check – mandatory!
(4) **Present** your talk during your scheduled session.

1. PREPATION OF SLIDES

DISCLOSURE

Every presentation has to begin with the speaker making a disclosure of relevant financial interests or relationships.
This disclosure must be made both via a slide and orally.
This is <u>mandatory</u> for all oral presentations, even if you have nothing relevant to declare.
A pptx template is available for download via www.emim.eu

PREPARATION of SLIDES

All presentations need to be prepared Windows compatible (*.pptx or *.pdf)

Prepare your slides in a **16:9** aspect ratio. File size should not exceed 50MB.

Please use **common font types** and make sure to **embed** all video or graphical files.

To keep your speaking time, a maximum of two slides per minute is recommended.

The operating system on-site is Windows, Application: Microsoft Windows 11, version 25H2.

2. UPLOAD / SUBMISSION OF FILE FOR **ON-SITE** PRESENTATION

The upload of your presentation must be completed via the EMIM 2026 submission system no later than **12 hours before your scheduled presentation time**. Please note that there will be no speaker upload room in Ljubljana.

You may consent to having your presentation (PDF files) made available to registered participants after your talk.

HOW TO

Log in at https://www.eventclass.it/emim2026/welcome/ with the credentials
you used for abstract submission or review.
Go to "Submissions" (menu on the left).
Select "Upload Presentation" for the respective abstract.
A pop-up window will open to complete the upload (see sample below*).

3. REGULATIONS/PROCESS ON SITE

SPEAKER'S CHECK-IN

All presenters must proceed to the speaker check-in desk in Ljubljana to confirm attendance and make a final check of your uploaded file!

Be there in time: at latest 2 hours prior to your scheduled presentation time
but also a day or two before is just fine.

Make sure you are aware about the date, time, session of your presentation.

OPENING HOURS SPEAKER'S CHECK IN

Monday 23 March 2026	16.00h – 19.00h
Tuesday 24 March 2026 to Thursday 26 March	07.30h – 17.30h
Friday 27 March 2026	07.30h – 10.00h

4. DURING YOUR SESSION

You must use the laptop provided at the lectern. The use of private laptops is neither possible nor permitted.

Once the preceding speaker has almost finished, please proceed to the technician in the room to receive your headset microphone.

When it is your turn, the session chairs will then invite you onto the stage (with headset on).

All presentations in your session are available on the desktop, listed in the order of appearance in the programme and by presentation title.

To start your presentation, click on your presentation title; your slides will then be displayed on the screen.

A clicker with an integrated laser pointer is available to advance or go back in your presentation.

*Pop up window

Presentation Upload – Quick Guide ✕

How to

1. Prepare your presentation slides as a PPTX or PDF file (see specifications below).
2. Click Upload and select the file from your computer.
3. You may replace your file at any time until the deadline (no later than **12 hours before your scheduled presentation**).

Specifications

- File format: PPTX or PDF (Windows compatible)
- Aspect ratio: 16:9
- Maximum file size: 50 MB
- Use common fonts and embed all videos and graphics
- Recommended pace: max. 2 slides per minute

Please note that you must stop by the **Speaker Check-In Counter** in Ljubljana at least 2 hours before your talk to confirm your attendance and the correctness of your file.

Consent

☑ I agree that the PDF of my presentation may be made available to registered participants after my talk via the EMIM App.

◯ I do not agree.

Drag & drop your file here or select it from your computer.

⬆

Close