



## Guidelines for Presenters

### Important note for all presenters

Before **30 June**, please review your abstract details in [Oxford Abstract](#) to ensure they are up to date and correct.

### Guidance for Oral Presentations

- Each presenter will have 25 minutes available in total. **Your presentation talk should last no more than 15 minutes** so that there are at least 10 minutes for questions and discussion after. Due to the programme schedule, there will not be the possibility of running overtime.
- A session chair will introduce each presenter, keep the session to time, and facilitate the questions and discussion.
- Most sessions will include three oral presentations and last for 75 minutes in total.
- In Person Presentations: Please bring your presentation slides, on a **USB stick**, to the room your presentation is scheduled to take place in, **before 8.45am** on the day of your presentation. You will then be able to save your presentation onto a conference laptop. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.
- Online Presentations: Online sessions will be delivered via zoom – the zoom link for your session will available in the Online Conference Portal and we will email you one week before the conference in order for you to check you can access this. You will be responsible for sharing your presentation, via the share screen function on Zoom, as you present live. If you are concerned about internet access and instead, would like to pre-record your presentation, please get in touch ASAP with [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk) We will arrange to screen your presentation during your designated slot.

### Guidance for Individual Lightning Talk Presenters

- Each individual Lightning Talk **should last no more than 5 minutes**.
- A session chair will introduce each presenter, keep the session to time, and facilitate the questions and discussion.

## Guidance for Group Lightning Talk Presenters

- These interactive sessions will last 75 minutes and will feature up to 6 presenters, who will present and discuss the abstract they have collaborated on. This will be followed by a facilitated questions and discussion with presenters and session participants. Presenters are expected to connect ahead of time to agree on a plan to help them run the session smoothly.
- You may use slides to accompany your Lightning Talk presentation, although slides are not compulsory. If you do have slides you need to bring them to your session room on a **USB stick before 8.45am** on the day of your session. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.

## Guidance for Poster Presenters

### In-person poster delegates

- For in-person delegates, you will have multiple ways to display your poster.
- You are welcome to present a 2-minute flash talk on your poster. We will schedule you into the programme. If you would like to do this, please email [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk) on or before 24 June, 2026. If you would not like to give a flash talk, that is okay, please let us know.
- All in-person delegates may also exhibit physical posters on **poster boards** located in the **lower ground atrium of the Life and Mind Building**, our conference venue. You will be expected to **print your own poster and bring it to the conference**. Throughout the duration of the conference, attendees will be able to view them at their own pace.
- You will also need to **upload the poster onto Oxford Abstracts**, as guided below.

### Online poster delegates

- Delegates who are attending on-line will need to upload their posters onto Oxford Abstracts where all attendees will be able to view them at their own pace. Please note that there will be **no individually scheduled presentation times**.

### Poster Guidelines

These are the specifications for the poster to ensure compatibility with Oxford Abstracts and the poster boards:

## In-person

- **Orientation:** Portrait
- **Size: A1** (approx. 594 mm width x 841 mm height or 59.4 cm width x 84.1 cm height or 23.39 inches width x 33.11 inches height)

## Online

- **Width and height:** Approx. (594 mm width x 841 mm height) or (59.4 cm width x 84.1 cm height) or (23.39 inches width x 33.11 inches height)
- **Orientation:** Portrait
- **Accepted Format:** PDF file.

### Instructions for submitting your poster to Oxford Abstracts (**in-person and online**):

- Log in to [Oxford Abstracts website](#) using the email address you submitted your poster abstract with: Oxford Abstracts
- Scroll down to the 'Submission' box
- Select edit – this will open your submission in a new page
- Scroll down to 'Poster Upload'
- Select 'Choose file' – and select your poster file. It must be saved as a **PDF file**, be a **single page** and the file can be no larger than **10 MB**
- Add up to three key words that relate to the topic of your poster
- Click 'Submit'

The **deadline** for submitting your poster to ensure it is uploaded on Oxford Abstracts, in time for the conference is **Tuesday the 30<sup>th</sup> of June 2026**.

## Questions

- If you have any questions please contact: [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk)