CINP 2026 Oral Presentation Guidelines

WHERE IS THE SPEAKER READY ROOM?

The Speaker Ready Room is located on the Entrance Level of the Conference Centre:

- Room Etive

WHY THE SPEAKER READY ROOM?

- All presentations need to be uploaded in the Speaker Ready Room to ensure a smooth and trouble-free presentation of your work.
- The Speaker Ready Room Staff will ensure that the presentation is formatted correctly, embedded links and videos are working. The presentation will then be uploaded to the system.
- Once your presentation has been uploaded in the Speaker Ready Room, it will be distributed to your Session Room and made available on stage.
- **Please submit your presentation at the Speaker Ready Room, BEFORE proceeding to your session room.**

WHEN DO I NEED TO SUBMIT?

There might be a queue when you arrive at the Speaker Ready Room. Therefore, we recommend submitting your presentation at least **2 hours before** the session start time.
You can also submit your presentation on the day before. Please check the open times.

SPEAKER READY ROOM OPEN TIMES

Fri, June 26, 08:00-18:00
Sat, June 27, 07:30-17:30
Sun, June 28, 07:30-17:30
Mon, June 29, 08:30-18:00

HOW DO I PROVIDE THE PRESENTATION?

Please provide your presentation on a USB.
If your presentation is based within Keynote or Prezi, or you would like to use your own laptop within your session, please inform the Speaker Ready Room Staff so alternative arrangements can be made.

FILE FORMAT

Prepare your presentation:

- ✓ in **widescreen 16:9** aspect ratio
- ✓ in Microsoft PowerPoint version 2010 or later (.pptx)

PRESENTATION FILE NAME

Use the following naming convention in order to save time in the Speaker Ready Room:
Day_Room_Time_Name-Surname
For example: Sunday_Alsh_10:50_Jane-Doe

DISCLOSURE SLIDE

- In compliance with EACCME requirements, all presenters are required to insert the **Disclosure Slide** as the **second slide in their presentation**. Download here: https://cinp2026.org/program/presentation-guidelines.html
- Please duly fill in the relevant information and disclose any potential conflict of interest.
- If you have no potential conflict of interest to report, please put NONE into each field.

FONT

- We recommend using custom fonts. Custom fonts are for example: Arial or Times New Roman.
- Do not use special fonts unless they are embedded in your file. If they are not embedded, they will not be displayed.

VIDEO FILES

- ✓ It is recommended that all video files be embedded. External/unembedded video files must be named with the presenter's name and slide number.
- ✓ It is recommended that embedded video is .mp4 encoded in h264, and not exceeding 1920x1080 pixels and 60 frames per second.