

INSTRUCTIONS - PREPARE YOUR PRESENTATION / SESSION

General information

These instructions are intended for:

- Oral presentations
- Poster presentations
- Organisers of a mini symposium, round table, panel discussion or a workshop

The below instructions are to be considered as the first (initial) guidelines to help you start preparing your oral or poster presentation(s). Early June 2026 at the latest, the complete guidelines will be sent to you via email. The guidelines will then also be published on the [8th European Congress of Conservation Biology website](#).

The preliminary programme is published [here](#) (subject to change!). Details about your presentation are available online and were sent to you by email on 24 April 2026 (for example the name, date and times of your session).

Oral presentations

To prepare your oral presentation, please be advised of the following instructions:

- Presentations are to be created in PowerPoint (version 2016 or later version for PC). Alternatively, PDF files are also accepted.
- Use a **16:9 ratio** to optimize the display on standard screens (landscape orientation).
- Please note that Apple Keynote (*.key) formats are **NOT** supported. If you're using a Mac, convert your presentation to a Windows PC-compatible format and test it before submission
- There is no (mandatory) template, please feel free to use your own template for the presentation;
- End of May / Early June you will receive an email with a link to upload your presentation(s) online. Please be advised that the email will be sent by Slidecrew!
- Insert your presentation title on the first slide of your presentation;
- If you wish to include video, please embed the video in your presentation.
- In the room is available: Laptop including PPT, screen, 2x microphone

Poster presentations

To prepare your poster presentation, please be advised of the following instructions:

- The maximum allowed poster size is A0 (portrait orientation). Width: 84.1 cm (33.1 inches) Height: 118.9 cm (46.8 inches);
- Please use adequate letter type and size to ensure good readability. The poster may contain text, figures, tables, and photographs, all of which should be clear and easily legible from about 1.5 meters;
 - It is recommended to use at least a 24pt font size for the text.
 - Images should be large enough to show key details.

- Do not laminate your poster as it will become too heavy to stay on the poster board;
- Do not send us your poster via email. You need to bring your (paper) poster with you to the venue on the day of your presentation. It is not possible to print your poster onsite;
- Materials will be provided to you to hang your poster on the poster board.

Mini symposium / Round table / Panel discussion / Workshop

To prepare for your session, please take note of the following instructions:

- Check the online programme schedule (see link mentioned in the first section). If speakers in your session are missing from the online schedule, please download [this excel sheet](#), add the missing details and return it to ECCB2026@congressbydesign.com.
- AV in each room includes:
 - Screen
 - Laptop
 - 2 microphones (one handheld and one headset or 2 handhelds – differs per room)
 - If you need additional AV equipment, please inform us and we will do our best to accommodate your request.
- Room setup is Theatre.