



**28 - 30 April 2026**

**VIENNA | AUSTRIA**



## Instructions for Oral presenters

We look forward to welcoming you to the European Navigation Conference 2026! As presenter, your participation is key to the success of the conference, and we want you to feel ready for it. To help you, we have put together this guide. We kindly ask you to carefully read it ahead of the event.

### Presentation Requirements

- The time allowed for your presentation is **15 minutes**, followed by **5 minutes** for questions. Please ensure that your speaking time is not exceeded.
- Prepare your presentation in **PowerPoint (.PPT or .PPTX format)** using landscape orientation. Use a **16:9 ratio** to optimize the display on standard screens. Use PowerPoint 2016 or a later version for PC. Alternatively, PDF files are also accepted. 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.
- The first slide must include **the title of your presentation** as listed in the final programme.
- Name your file with your name and date/time of presentation, as follows:  
**[Year month day\_time\_presenters-name\_title-short]**  
For example: *20260429\_1000\_Smith\_sample-presentation-title*  
Do not just use the name of the conference or the presentation title. This will prevent any confusion when loading the presentation on the onsite computer.

### Technical Recommendations

#### Fonts & Images

- Use only **standard PowerPoint fonts** to avoid compatibility issues. The fonts that are used in the presentation need to be Latin-based fonts.
- If special fonts are required, they must be stored as „embedded fonts“ with the presentation. (File -> save as „name of presentation“ and under „tools“ -> save options mark the checkbox „embed True type fonts“ and select „embed all characters“) When using mathematical symbols, please use these which are available under Latin fonts (unicode or DOS: Western Europe).
- **JPG format** is preferred for images.

## Videos & Audio

- Videos must be **embedded** in the PowerPoint presentation. Ensure they play correctly on a Windows PC. Do not use links to online videos (e.g. YouTube), as they may not function during the presentation.
- Format for embedded movies: “\*.mp4” and “\*.wmv” are preferred, any other format may work or may be converted to an optimized format (may take some time). The upload of “DVD-Movies” is not supported.

## Presentation Submission

- Please send your PowerPoint presentation via email to [enc@congressbydesign.com](mailto:enc@congressbydesign.com) by 23 April 2026. Presentations not submitted by the deadline, should be uploaded to the server at the speaker service desk onsite at least 2 hours before the session start time. If your presentation includes large files or videos, allow extra time for upload and possible conversion. Please bring your presentation on a USB stick in any case. Use of personal laptops in session rooms is NOT permitted.
- You can send your presentation via email to [enc@congressbydesign.com](mailto:enc@congressbydesign.com). The maximum allowed file size is 25MB. Alternatively, for larger files, you can use WeTransfer.

## On-Site Presentation Guidelines

- Arrive to the venue **at least 1 hour before** your agreed presentation time.
- Upon arrival at the venue, collect your name badge at the registration desk.
- Please visit the speaker service desk at least 2 hours before the start of your session to make sure your presentation was uploaded; have your presentation saved on a USB stick with you just in case. Laptops to upload your presentation will be available.
- Please report at the room where your session is scheduled to take place at least 15 minutes before session start, to get familiar with the AV equipment and to get instructions from the session chairs.  
A computer will be provided on the lectern. Your presentation will already be available on this computer. Private laptops or other devices are not allowed on stage.
- Please sit close to the stage. As your presentation is to start, you will be introduced by the session chair. Please take position behind the lectern, launch your PowerPoint and begin your presentation.
- Timekeeping is key. Please follow the instructions of the session chair.

We look forward to meeting you in Vienna! Please do not hesitate to contact the Conference Secretariat at [enc@congressbydesign.com](mailto:enc@congressbydesign.com) if you have any questions.