

GUIDELINES for PRESENTERS, MODERATORS, ORGANISERS

General information

The guidelines apply to:

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

of the 8th European Congress for Conservation Biology.

Date and time of your presentation

Details about your session and presentation, for example the date, time and room, were sent to you via email on 24 April 2026.

You can also check the details of your session in the [online programme](#).

An email with 'Final Presentation Details' is scheduled to be sent approximately 2 weeks prior to the start of the congress.

Please keep in mind that the programme is still subject to change (only minor changes when possible).

Registration

Please keep in mind that all presenters, moderators and organisers need to be registered for at least the day(s) of their presentation(s) or session(s). Without registration, it is not possible to join any part of the congress.

Guidelines for abstract presenters in Oral Sessions

Preparing your oral presentation

- Presentations are to be created in PowerPoint (version 2016 or later version for PC). Alternatively, PDF files are also accepted.
- There is no (mandatory) template, please feel free to use your own template for the presentation.
- Use a **16:9 ratio** to optimize the display on standard screens (landscape orientation).
- Insert your presentation title on the first slide of your presentation.
- 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 uploading it.
- If you wish to include a video, please embed the video in your presentation. Do not use links to online videos (e.g. YouTube), as they may not function during the presentation.
- Equipment that is available in the room:
 - Head table with presentation laptop, including PPT.
 - Screen.
 - 2x microphones (smaller rooms may have 1 microphone).

Upload your presentation online

- You will receive an email from [Slidecrew](#) (mid-June) to upload your presentation(s) online. The email will include a link to the platform where you need to upload your presentation.
- Upload your presentation once it is ready.
- If you need to upload a revised version, you can do so using the same link.
- All presentations must be uploaded online in advance.
- Kindly ensure that your final presentation is uploaded no later than one hour before the start of your session.
- Please note that it is not possible to bring your presentation to the session room on a USB stick.

Check your presentation onsite

- Go to the Speaker Service Center to check your presentation and to experience how the system works.
- Small changes can be made on the computers in the Speaker Service Center.
- Extensive changes that require more time need to be made on your own device to allow others to check their presentations as well.

During your session - your presentation

- Go to your session room at least 15 minutes prior to the start of the session.
- Introduce yourself to the moderator. If your name has a specific pronunciation, please inform the moderator.
- Please sit close to the stage. As your presentation is to start, you will be introduced by the moderator.
- Start the presentation from the presenter laptop.
- Total presentation time in Oral Sessions is 15 minutes:
 - 10 minutes presentation time;
 - 4 minutes Q&A;
 - 1 minute presenter change.
- Timekeeping is key. Please follow the instructions of the moderator.

Guidelines for Moderators (Oral Sessions)

Organisers – session preparations

- Check the online programme schedule ([this link](#)) for the latest session details.
- Arrive in the session room at least 15 minutes before the start of your session to familiarise yourself with the AV setup.
- Introduce yourself to the presenters and ask whether their names require specific pronunciation.
- Presentations are uploaded in advance. You can check the laptop in the room to confirm that all the presentations for your session are uploaded.
- The standard AV setup 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. Please note that there is no guarantee!
- Introduce each speaker before their presentation.
- Keep track of the presentation time per speaker and of the total session time.
- To ensure that you can keep track of time, please bring your own preferred device (watch, phone, etc).
- Moderate the Q&A. It can be helpful to prepare one or two backup questions for each presentation in case there are no questions from the audience.

Guidelines for abstract presenters in Poster Sessions

Preparing your poster presentation

- The maximum allowed poster size is A0 (portrait orientation):
 - Width: 84.1 cm (33.1 inches);
 - Height: 118.9 cm (46.8 inches).
- The poster may contain text, figures, tables, and photographs, all of which should be clear and easily legible from about 1.5 meters:
 - Please use adequate letter type and size to ensure good readability;
 - 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.
- Print your poster and bring it with you to the venue on the day of your presentation.
- Please be advised that it is not possible to print your poster onsite.
- Do not send your poster to us by email, as we are unable to print posters.

The day of your poster session

- Bring your poster to the venue on the day of your presentation(s).
- Go to the poster area (close to the Registration area) and search for your poster board number (see mailing with presentation details).
- Push pins to hang your poster are already attached to the poster boards.
- Be sure to have your poster on the poster board on the day of your poster session by the start time of the poster session at the latest. The poster sessions are scheduled on:
 - Tuesday, 7 July 2026, from 10:00 – 11:00;
 - Wednesday, 8 July 2026, from 10:00 – 11:00;
 - Thursday, 9 July 2026, from 10:30 – 11:30.
- Best is to have your poster in place before the start of the plenary session of the day.

During your session - your presentation

- Be sure to be next / near your poster during the poster session so that attendees can ask questions and discuss your work with you.
- Your poster should be removed by the last session of the day.
- Please keep in mind that posters that have not been removed by the end of the day will be discarded (thrown away).

Guidelines for Organisers of Mini Symposia / Round Tables / Panel Discussions / Workshops

Session preparations

- Check the [online programme schedule](#).
- If speakers in your session are missing from the online schedule, please download [this excel sheet](#), add the missing details and return it to the Secretariat by **24 June 2026** at the latest via ECCB2026@congressbydesign.com.
- If the order of the presentations is incorrect, please inform the Secretariat by 24 June 2026 at the latest via ECCB2026@congressbydesign.com.
- If updates are sent to the Secretariat after 24 June 2026, we will do our best to accommodate the requested updates but cannot guarantee them.
- The standard AV setup in each room includes:
 - Screen.
 - A laptop connected with the presentation system.
 - 2 microphones (one handheld and one headset or 2 handhelds – differs per room).
- Room setup is Theatre. Please be advised that tables and/or chairs in the rooms are fixed and cannot be moved.

The day of your session

- Be present in your session room at least 15 minutes prior to the start of your session, to familiarise yourself with the AV setup and to welcome the speakers.
- Introduce each speaker before their presentation.
- Keep track of the presentation time per speaker and of the total session time.
- Moderate the Q&A (when applicable).

Guidelines for Presenters in Mini Symposia / Round Tables / Panel Discussions / Workshops

Prepare your presentation

- Presentations are to be created in PowerPoint (version 2016 or later version for PC). Alternatively, PDF files are also accepted.
- There is no (mandatory) template, please feel free to use your own template for the presentation.
- Use a 16:9 ratio to optimize the display on standard screens (landscape orientation).
- Insert your presentation title on the first slide of your presentation.
- 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 uploading it.
- If you wish to include a video, please embed the video in your presentation. Do not use links to online videos (e.g. YouTube), as they may not function during the presentation.
- Equipment that is available in the room:
 - Head table with presentation laptop, including PPT.
 - Screen.
 - 2x microphones (smaller rooms may have 1 microphone).

Upload your presentation online

- You will receive an email from Slidecrew (mid-June) to upload your presentation(s) online. The email will include a link to the platform where you need to upload your presentation.
- Upload your presentation once it is ready.
- If you need to upload a revised version, you can do so using the same link.
- All presentations must be uploaded online in advance.
- Kindly ensure that your final presentation is uploaded no later than one hour before the start of your session.
- Please note that it is not possible to bring your presentation to the session room on a USB stick.

Have you not received an email from Slidecrew and you have a presentation that should be uploaded?

- Please reach out to the organiser of the session who invited you and inform them. The organiser needs to inform us of your presentation title, your name, and the presentation time.

Check your presentation onsite

- Go to the Speaker Service Center to check your presentation and to experience how the system works.
- Small changes can be made on the computers in the Speaker Service Center.
- Extensive changes that require more time need to be made on your own device to allow others to check their presentations as well.

During your session - your presentation

- Go to your session room at least 15 minutes prior to the start of the session.
- Introduce yourself to the organiser.
- The organiser will introduce you and/or your presentation.
- Start the presentation from the presenter laptop.
- The presentation time depends on what the organisers agreed on. In case of questions, please reach out to them.