



Guidelines for oral presenters at ICSN2025

Before Arrival	
1	All presenting authors must prepare an oral presentation of their research topic. Each presentation is allocated 8 minutes, followed by 2 minutes for questions.
2	The official language of the conference is English.
3	Authors are requested to disclose possible conflicts of interest on slide 2. This slide is mandatory, even though there are no conflicts of interests to declare.
Please review the technical guidelines below carefully when preparing your presentation	
4	Format Requirements Resolution: <ul style="list-style-type: none"> 1920 x 1080 (16:9 Aspect) File formats: <ul style="list-style-type: none"> Power Point: .PPTX or PDF: .pdf Fonts & Design: <ul style="list-style-type: none"> Use standard fonts (Arial, Calibri, Verdana) or embed custom fonts Ensure that text and graphics are clear on a large screen
5	Content & Compatibility Videos: <ul style="list-style-type: none"> Must be embedded (MP4 format recommended) No external links (YouTube etc.) Audio: <ul style="list-style-type: none"> Embedded audio is preferred Animations & Transitions: <ul style="list-style-type: none"> Test to ensure proper functionality Links: <ul style="list-style-type: none"> Avoid online links
6	Submission Methods USB Drive: <ul style="list-style-type: none"> Hand over to the technical team on site. Location: Speakers Room, VIP Room, Comwell Dolce by Wyndham, see location below. Upload (WeTransfer, Dropbox, Google Drive) – on site.



On the first Day of Conference

1	<p>All presenters are advised to visit the Speakers' Room beforehand to get acquainted with the venue.</p> <p>The Speakers' Room is situated at:</p> <p>Comwell Hotel, Dolce by Wyndham, VIP Room Vaerkmestergade 2 8000 Aarhus (opposite to Centralvaerkstedet)</p>
2	<p>For information on Opening Hours – Speakers' Room, please visit: https://kongresk.eventsair.com/icsn2025/for-presenters or https://kongresk.eventsair.com/icsn2025/programme</p> <p>Please adhere to the Opening Hours of the Speakers' Room to allow IT technicians to also ensure the smooth facilitation of sessions. The IT team recommends uploading your presentations on the first day of the conference if possible, preferably during opening hours June 18, 2025, between 08.00 and 13.00. For information on the overall opening hours of Speakers' Room, please visit above links.</p>
3	<p>IT technicians will be available to assist with uploading of your files, and you will also have the opportunity to review and approve the upload right after.</p>

On the Day of your Oral Presentation

1	<p>All presenting authors are requested to check in with the session chair in the conference room 10 minutes before the session begins.</p>
2	<p>Please adhere to the time limits. The session chair is responsible for keeping the schedule and will interrupt if a presentation exceeds the allotted time.</p>
3	<p>IT technicians will be available during all sessions to assist with headset setup and ensure the proper functioning of audio and slide presentations.</p>