



Presenter guidelines

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General instructions

Before the conference, please make sure to familiarise yourself with the programme and session structure. The up-to-date scientific programme, including the dates, times and locations of presentations, can be found on the conference website:

<https://univie.eventsair.com/saa2026/program>. Please make sure to take note of both your presentation time and, if applicable, the discussion time scheduled within the session. The programme is continuously updated online until the start of the conference, so please confirm the time of your presentation again on the day.

If you have any questions, please contact the conference organisers via saa2026@univie.ac.at.

Information on the hybrid nature of the conference

SAA 2026 is a hybrid event. Keynotes, symposia and oral sessions are live-streamed via Zoom, but not recorded. In symposia and oral sessions, presenters may participate on-site or online. In the keynotes, symposia and oral sessions, the online audience may ask questions through the chat or by directly interacting with the presenters. All conference participants will receive further instructions on how to join the sessions online, including the links for the Zoom rooms, in the week before the conference.

On-site, all rooms are equipped with cameras pointing towards the presenters, and with microphones for both the presenters and the audience. On-site presenters are kindly asked to stay close to the microphones to make sure that online participants can hear them. In each room, conference staff will assist with the audience microphone. The on-site audience is kindly asked to only ask their questions once they receive the microphone to ensure that online participants can hear them.

Conference staff in each room will assist with the technical set-up to ensure that presentations can be viewed online. They will also monitor the Zoom chat for questions and assist with the audience microphone to ensure accessibility. Please contact the conference staff in your room if you experience any issues.

Online presenters are asked to join the Zoom room a few minutes before the start of the session and indicate (e.g., through the chat) that they will be presenting so that the session chair and staff are aware of their presence. Online presenters will be able to share their screen and present live; they can also switch on their camera so that the audience sees them. Unfortunately, online presenters will not be able to see the audience. Online presenters will be able to interact with the on-site audience to answer questions.

Poster sessions will be on-site only. On-site poster presenters will be asked to upload their poster prior to the conference to allow online participants to also view their posters. Online poster presenters will be offered the opportunity to have their poster printed and put up during the allocated poster session at a small fee. For further instructions on the poster sessions, please see below.

Instructions for symposia

Symposia are scheduled for a total of 75 minutes. The symposium organisers may decide freely on the time allocated to each presentation or activity/discussion. The symposium chairs are asked to clarify the length of presentations and time for questions from the audience with the presenters

beforehand, and to communicate the session structure to the audience at the beginning of the session.

Please also take note of the instructions for oral presentations below for further information on how to prepare the presentations.

Instructions for oral presentations

Oral presentations are grouped in thematic sessions of up to six presentations, lasting 75 minutes in total. For each presentation, we scheduled 10 minutes of presentation time and 2 minutes time for questions from the audience. Please make sure to adhere to the time allotted for your presentation to avoid delays.

Presentations within a session will run in the order they are listed in the programme. If a presenter is absent, the session will immediately continue with the next presentation.

Each session is assigned a chair, who is asked to manage the presentation timing and Q&A after each presentation. Furthermore, conference staff will assist with the technical set-up and the audience microphone for questions.

Presenters are asked to prepare their slides in 16:9 ratio and save the presentation as .pptx or .pdf files. Presenters are furthermore asked to bring their slides to the conference on a USB stick. Please arrive in the room where your session is scheduled in about 15 minutes prior to the start of your session to upload your presentation to the computer, to familiarise yourself with the room and set-up, and to introduce yourself to the session chair.

Please note that, because of the hybrid nature of the conference, all presenters must present on the provided computers. Using one's own computer or tablet for presenting will not be possible.

Instructions for poster presentations

Posters should be prepared in **portrait** with a maximum size of A0 (84.1 cm x 118.9 cm). Kindly note that posters in landscape format do not fit our poster walls.

Poster sessions will take place on Monday and Tuesday afternoon. Please identify your poster session in the programme published on the conference website:

<https://univie.eventsair.com/saa2026/program>. On site, posters will be arranged according to the numbers indicated in the programme.

The Society for Ambulatory Assessment will award the best posters. Only SAA Early Career Members are eligible for the award. The winners will be announced at 9:00 am on Wednesday, 5 August, before the keynote.

Information for on-site poster presenters

To allow online participants to also view your poster, please upload your poster by 27 July using this link: <https://ucloud.univie.ac.at/index.php/s/YT6Jw2DiiTDNpd>. **Please only upload .pdf files, and name the file as follows:** Number_LastNameOfAuthor.pdf, e.g. 1_Maier.pdf.

To facilitate discussion and networking, you may want to include your email address or other contact information on your poster. Please note that a view-only link to all posters will be shared with all conference attendees. The folder will be accessible until one week after the conference ends.

On the day of your poster session, please put up your poster during the morning coffee break. Conference staff will assist you if needed. Please remove your poster by 5 pm on the day of your presentation. Posters that were not removed by the presenters at this point will be discarded.

Due to the large number of posters, there will be no chaired sessions of guided poster walks. Please arrive at your poster a few minutes before the beginning of the poster session. You may also want to prepare a brief poster pitch (about 2 minutes) to present your poster to colleagues visiting your poster. We recommend that you stay with your poster for most of the session to make sure that you can answer questions.

Information for online poster presenters

Please upload your poster by 27 July using this link:

<https://ucloud.univie.ac.at/index.php/s/SyjByrfnTwHwWNr>. **Please only upload .pdf files, and name the file as follows:** Number_LastNameOfAuthor.pdf, e.g. 1_Maier.pdf.

To facilitate discussion and networking, you may want to include your email address or other contact information on your poster. Please note that a view-only link to all posters will be shared with all conference attendees. The folder will be accessible until one week after the conference ends.

Online poster presenters are offered the opportunity to have their poster printed and displayed on-site at a fee of 20€. If you would like to make use of this service, please contact the conference organisers via saa2026@univie.ac.at no later than 1 July to receive further information on arranging payment.