



It is important that presenting authors read these guidelines carefully to ensure that their presentations meet the required standards and effectively communicate their work.

ORAL PRESENTATION GUIDELINES

GENERAL INFORMATION

The date and time of oral presentations will be specified in the Conference Scientific Programme, which will be available on the conference website in due time.

Please remember that the audience is multinational. Be sure to explain or define any acronyms, slang, or technical terms that may not be familiar to all participants.

LOADING PRESENTATIONS

To ensure a smooth transition between presentations, we ask presenting authors to submit their oral presentation by email (as an attachment or via WeTransfer or similar) to the conference secretariat (conference@iseki-food.net) or **no later than three days before** the scheduled session, so that it can be pre-loaded onto the conference computers. A backup copy on a USB stick should also be brought on site. Conference staff can also assist you in the allocated session room at least 30 minutes prior to your scheduled oral session or during any coffee/lunch break.

Please name your file using the format “**AbstractNumber_Last_Firstname.ppt**” (for example, “526 Silva_Manuel.ppt”) so that organisers can easily identify each presentation. Generic file names such as “Conference.ppt” or “Faro.ppt” should not be used.

Once a presentation has been submitted, changes should not be made unless there is a strong reason to do so. Likewise, on-site changes should be avoided.

PRESENTATION DURATION

For each Oral Presentation (except invited lectures), slots of 12 minutes are allocated for the presentation, followed by an additional 3 minutes of discussion. Keeping the allocated time is crucial, especially for parallel sessions. Authors are strongly encouraged to rehearse their presentation to ensure compliance with the time limit. Session Chairs are advised to stop the presentations that exceed the time limit.

AT THE CONFERENCE

Upon arrival, please collect your registration materials at the conference desk; this will also serve as your presenter check-in, and no additional registration is required on site. Please arrive at the session room approximately 15 minutes before your session begins. Staff will be available to explain the equipment and answer any questions.

AUDIOVISUAL ASSISTANCE

Each session room will be equipped with a computer connected to a projector, a projection screen, a lectern microphone, and built-in speakers. Conference staff will be available for any required assistance regarding the audiovisual system. Please note that presenters may not use personal equipment or attach personal devices to the equipment provided by the audiovisual vendor.