ISymRu 2025 – Presenter Guidelines

1) Oral Presentations

Time allocation

• 8 minutes for the talk + 2 minutes for Q&A/discussion.
• Session chairs will keep time strictly. A bell will ring to indicate time completion.

Slides (PowerPoint)

• Format: .pptx (PowerPoint). If using Keynote/Google Slides, export to .pptx.
• Aspect ratio: 16:9 (widescreen).
• Fonts: Use common system fonts (Calibri, Arial, Helvetica). Avoid uncommon fonts.
• Videos: Embed and test; also keep a separate MP4 copy of any videos.
• Accessibility: Use high-contrast color schemes; minimum font size 24 pt for body text.

File naming

ISymRu2025_Oral_[Track/Session]_[SurnameInitials].pptx
(Example: ISymRu2025_Oral_Nutrition_WarnasekaraYPJN.pptx)

Submission

• You will receive an email request from the Secretariat asking you to submit your presentation.
• Please send your presentation as a reply to that email, at least 3 days before the conference.
• Include any linked media (videos, custom fonts) in a zipped folder if applicable.
• File size: keep under 200 MB (use MP4/H.264 for videos).

On-site

• Arrive at your session room 15 minutes early to meet the chair and check your slides.
• Disclosures: Include a conflict of interest slide if applicable.
• Bring a copy of your presentation on a USB drive.
• Also keep a PDF export as a fallback (fonts embedded).

2) Email & Submission Logistics

• Oral slides: Submit at least 3 days before (reply to the request email).
• If you do not receive acknowledgment within 24 hours, resend or contact the Secretariat.

Contact

•See the details in the website

3) On-Site Etiquette & Q&A

• For orals, repeat questions briefly before answering for audience audibility.
• Keep within allocated time; a bell will indicate when time is over.

4) Permissions & Ethics

• Ensure you have permissions for all images/figures (credit appropriately).
• Include ERC/IRB approval details, for orals, either on the title or methods slide. (If applicable)
• Disclose funding and conflicts of interest.

5) Quick Checklists

Oral Presentation

• 8 + 2 min timing rehearsed
• .pptx (16:9), readable fonts (≥24 pt)
• Videos embedded + MP4 backups
• COI / Ethics slide included
• Sent 3 days before (reply to request email)