

ORAL PRESENTATIONS

Preparing and uploading your presentation file

- Prepare your presentation according to the designated time limit:

Presentation type	Presentation	Q&A	Total
Opening Lecture/Plenary Talk	45 min	15 min	60 min[C1][PC2][PC3]
Parallel Section	12 min	3 min	15 min

- Presentation files must be named as follows: “Section Code_Presentation Code_Author Name.pptx”. Example: “PS01_O-001_DIAZ.pptx”.
- PCs will run on Windows 10 or later. Slides should be prepared with a 16:9 ratio using Microsoft Office PowerPoint 2016 or later. Please use standard system fonts, such as Arial, Arial Black, Arial Narrow, Calibri, Century, Century Gothic, Courier, Courier New, Georgia, and Times New Roman. Ok
- Windows Media Player will be the only software used for playing video and audio files (click [here](#)[C4] to view supported file types). GIF animations may work within PowerPoint. Videos, animations, and audio requiring special applications will not be supported.
- If your presentation contains linked data files (i.e., animations, images, graphs), please ensure that all linked files are placed in the same folder as the PowerPoint file with the presentation slides.
- Please upload your PowerPoint presentation file to the PC at the “Speaker Preview Desk” using a USB drive as early [C5]as possible: Presentations for morning sessions should be submitted the evening before, while those for afternoon sessions should be submitted before lunch on the same day. PRESENTATIONS RECEIVED AFTERWARD CANNOT BE GUARANTEED AUDIOVISUAL SUPPORT. We strongly recommend that presenters check their files upon submission to ensure that videos, animations, and linked files function correctly. PRESENTATIONS FROM PERSONAL LAPTOPS WILL NOT BE ALLOWED TO ENSURE THE SMOOTH RUNNING OF THE CONFERENCE.
- The “Speaker Preview Desk” will be open during the following hours:

Date	Time
Sunday 19 October	15:00 to 20:00
Monday 20 October	8:00 to 18:00
Tuesday 21 October	9:00 to 18:00
Wednesday 22 October	9:00 to 13:00
Thursday 23 October	9:00 to 18:00
Friday 24 October	9:00 to 12:00

- The Conference Secretariat will be responsible for destroying all copies of all files after the session.

Presentation Time

- Please make sure to arrive at your session room at least 15 minutes prior to the start of the session.
- The presenters of each session will meet with the chair and vice-chair of the table prior to their presentations (15 minutes before), and will be placed in the front of the room.
- The operator in charge of the PC in the room will display only the first slide of your presentation. To advance through your slides, use the mouse or keyboard available on the podium^[C6].
- The time allotted for each presentation will be strictly observed. Please be sure not to extend your time in consideration of the next presenter. Time will be measured with a digital clock.
- The timekeeper will use bell sounds to signal the remaining time. The bell will ring as follows:

Once	Two more minutes left for the presentation
Twice	End of the presentation and start of Q&A
Three	End of Q&A

- ^[C7]Detained information about the time schedule of oral presentations will be announced at a later date.

IGNITE TALKS

Preparing and submitting your presentation file

- Please keep in mind that ignite-style talks are intended to be concise, engaging, and dynamic, highlighting the main points of the research.
- PowerPoint presentation files should consist of 8 slides that automatically advance every 30 seconds. Each slide should be static (only text and figures), with no animations, video, audio, or linked files.
- Presentation files must be named as follows: "Ignite Section Number_Poster Number_Author Name.pptx". Example: "IT1_P-001_VARELA.pptx".
- Files should be submitted to the Local Organizing Committee (science@icha2025.org) by Friday 3 October, 2025. This will allow us sufficient time to verify that all presentations have the correct number of slides and that the automatic transitions are functioning properly.
- The Conference Secretariat will be responsible for destroying all copies of all files after the session.

Presentation Time

- Please make sure to arrive at your session room at least 15 minutes prior to the start of the session.
- Once the presenter ahead of you begins their presentation, please take a seat in the speaker's standby area located at the front of the room.
- On the first slide, you should introduce yourself, the topic of your presentation, and the poster presentation number (see POSTER PRESENTATION GUIDELINES).
- Your presentation will consist of 8 slides (30 seconds each) that will advance automatically, with a total of 4 minutes, to ensure the time limit is not exceeded. There will be an interval of 1 minute between presentations, but no time for questions and discussion.
- Make sure to practice your talk to stay within the time limit and smoothly handle slide transitions. The key to this type of talk is to convey your message using minimal words and clear, captivating visuals. Remember that each 30-second slide allows for only about three short sentences.
- Detailed information about time schedules of ignite talks and poster sessions will be announced at a later date.

POSTER PRESENTATION

Poster Format

- Posters must be prepared in ENGLISH.
- Poster size: 120 cm (47.24 inches) in height by 90 cm (35.43 inches) in width.
- Please include the Poster Title, Authors' Names and Affiliations, as well as a photo of the presenter at the upper portion of the poster. We recommend using fonts that are clear and easy to read from a distance, such as Arial, Arial Black, Calibri, Century, Courier, Georgia, and Times New Roman. For optimal readability, we suggest font sizes of 50-70 pts for main title and 30-35 pts for subtitles and main text.
- Each poster will be assigned a unique number, which will be affixed by the Conference Secretariat to the upper left corner of the poster board. You should place your poster next to this number as shown in the figure below, using a low-contact double-sided tape to be provided by the organization..



- Posters will be presented during their assigned sessions. You are expected to be present for the entire duration of your designated session to present your poster.
- Poster presenters are requested to follow the instructions and times for mounting and removal of posters. Conference staff will be available during mounting hours to assist you in finding your poster board and mounting your poster.
- Please ensure that you remove your poster within the designated removal time. Any posters remaining after this time will be discarded by the Conference Secretariat, which will not be responsible for any theft, loss or damage of posters.
- Detailed information about poster session schedules, along with mounting and removal times, will be announced at a later date.