

GUIDELINES FOR ORAL PRESENTATION – CIE 2025

INTRODUCTION:

This document provides guidance for presenters to prepare and deliver their contributions at the Scientific Conference CIE 2025, which will take place from July 7–9, 2025, in Vienna, Austria. It contains information on, for example, when to arrive at the presentation venue, what to do before your presentation session starts as well as instructions on preparation of contents for presentations in PowerPoint format.

Please read these guidelines carefully — they are intended to assist you with the necessary guidance for preparing and delivering your presentation effectively.

GENERAL:

- Please ensure sufficient time between your arrival at the presentation venue and your scheduled presentation. The programme is tightly scheduled, and it is not possible to accommodate any delays.
- Upon arrival at the conference venue, please check for any possible changes to the date, time, or location of your presentation.
- Please identify yourself to the session chair at least 10 minutes before your session starts and strictly follow the instructions from the session chair, especially regarding the time limit of your talk.
- The session chair will introduce you simply by your name and affiliation. You do not need to provide a short introduction.
- For oral presentations (15-min long), there will be an extended discussion at the end of each session for questions and answers involving all presenters for the session. You need to be present for the whole session, including the discussion.
- For presented posters (5-min short), there is no question and answer session as this takes place during your poster presentation (i.e. you also need to prepare a poster).
- Presenters are requested to prepare their presentations in **PowerPoint format** (.ppt or .pptx). The file name should include the **presenter's name** (first name_last name), example: "Lukas_Smith.ppt".
- Please upload your presentation from a USB memory stick to the presentation laptop in your assigned room during the break before your session.

POWERPOINT PRESENTATIONS:

- Only equipment for PowerPoint presentations will be available including a wireless presenter remote and a microphone
- **Personal laptops cannot be used** to deliver your presentation during the sessions.
- All presentations must be uploaded to the provided presentation laptops.

PREPARATION OF YOUR PRESENTATION:

- Please keep presentation slides simple and uncluttered – split content across multiple slides if necessary.
- Please use large, easy-to-read fonts.
- It is important to make sure to avoid any commercial reference. Advertising of products is strictly prohibited.
- Please ensure that all external data (e.g. embedded video files, custom fonts, special images/graphics) is copied to the presentation laptop so that the presentation runs smoothly.

SCIENTIFIC RIGOUR AND ETHICS:

Posters need to be prepared following the standard and principles outlined in the submission guidelines for CIE2025 (<https://vienna2025.cie.co.at/submission-guidelines/>).

LIABILITY DISCLAIMER:

Neither the CIE nor the conference venue is responsible for any loss or damage to your posters, or can be held liable for injuries to persons or damage to property owned by the poster presenter. CIE and the conference venue are free from all liabilities which may arise from the poster presenter's participation in CIE 2025 and its activities.

We thank you in advance for your valuable contribution to CIE 2025!