

IASLT Conference 2026

ORAL PRESENTATION GUIDELINES



1. Presentation Duration

- Standard Oral Presentation: 12 minutes. Please strictly adhere to your allotted time.
- All parallel sessions will consist of consecutive oral presentations; each allocated 12 minutes.
- A question-and-answer/ discussion session will be held together for each parallel session, at the end of all oral presentations, with 10 minutes allocated for same in total.

2. Presentation Format

- File format: PowerPoint (.pptx) format only
- Recommended number of slides: 10–15 slides/ 1 slide per minute

3. Recommended Slide Structure

- Title Slide (Title, Authors, Affiliations)
- Background / Introduction
- Research questions/ Objectives
- Methods
- Results
- Conclusion/ Discussion
- Acknowledgments/ Conflict of Interest Disclosure
- References

4. Design Recommendations

- Minimum 24 pt font size
- Avoid overcrowded slides
- Use graphs and figures instead of dense text as appropriate

5. Technical Information

- Presentations must be uploaded on Ex Ordo. Please login to your account to do so.

Further information on how to upload your presentation can be accessed here

<https://help.exordo.com/uploading-presentation-files>

- Personal laptops and memory sticks/ pendrives can NOT be facilitated on the day of presentation.

6. During the Session

- Oral presenters are requested to promptly arrive at the session room in advance to your presentation.
- The oral presentation session will commence strictly as scheduled to avoid any delays.

Last minute modification can not be facilitated to the scheduled program.

- The day and time of your presentation will be emailed to you if you are an accepted author for oral presentation.
- Introduce yourself to the session chair/ member of the conference committee.
- Keep strictly within your allocated time. A time keeper will be present to ensure same.

General Policies

- All in person presenting authors/ attendees must be registered for the conference.
- Presentations must reflect the accepted abstract.
- Ethical approval (where applicable) must be stated.
- All presentations are due to be uploaded on to Ex Ordo by **30/4/26**.

Frequently Asked Questions (FAQs)

General Presentation Questions

1. Do I need to register for the conference to present my work/

Yes, all in-person presenting authors (oral and or in person/ virtual poster) must register for the conference.

2. Can someone else present on my behalf?

Yes, any co-author, registered for the conference is eligible to present.

3. What happens if I cannot attend after my abstract has been accepted?

Please update the RSVP link and inform the scientific committee as soon as possible.

If no replacement presenter is available, the abstract should be withdrawn from the program.

4. Will abstracts be published?

Accepted abstracts will be available to access for all registered attendees on the IASLT Conference 2026 app, as well as on Ex Ordo. There will be no book of published abstracts for this conference.

5. How long is an oral presentation?

The oral presentation is strictly 12 minutes. Time keeping will be maintained by the conference committee and you will be notified of same during the presentation.

6. Is there a question and answer/ discussion round after oral presentation?

The question-and-answer/ discussion session will be held together at the end of each parallel session, with 10 minutes allocated for all oral presentations together.

7. What presentation format should I use?

Presentations should be prepared in Microsoft PowerPoint only and uploaded to Ex Ordo.

8. When should I upload or submit my presentation slides?

The last date to upload your presentation on Exordo is 30/4/26.

9. Can I use my own laptop for my talk?

No, a conference computer will be used by organisers to ensure smooth transitions between speakers. Special requests should be arranged with the organizers in advance.

10. What audiovisual equipment will be provided?

Rooms will include:

- A projector and screen
- A conference computer where pre-uploaded presentations will be available

Please contact the organizers if additional equipment is required.

11. Will my talk be recorded or live-streamed?

No, there will be no live recording of the presentations.