

ESSD 2026

Technical Requirements & Presentation Guidelines for Speakers

Thank you for your contribution to **ESSD 2026**. To ensure a smooth and successful presentation, please review the following technical requirements and presentation guidelines carefully.

1. Presentation Format

- **Mandatory File Format:** Presentations **must** be submitted in PowerPoint Show format (.ppsx) or .pdf format. Other formats cannot be processed. If you are using standard .pptx or another presentation software, please convert your file to .ppsx before submission.
- **Slide Ratio:** Presentations should be prepared in **16:9** widescreen format (set under the *Design* tab in PowerPoint).
- **File Size:** Keep the file under **70 MB** to ensure smooth performance. Please compress large images and media where possible.
- **Fonts & Layout:** Use only standard Microsoft fonts (e.g., Arial, Times New Roman). Non-standard fonts may alter your layout. Ensure all text, charts, and graphics are large and clear for audience visibility.
- **Media & Embedded Files:** .mp4 is the preferred video format for compatibility. An .ppsx file opens directly as a slideshow and keeps embedded media (images, animations, videos) playing correctly. Please ensure all media and fonts are correctly embedded and tested before submission.

2. Speaker Preview Room & On-Site Guidelines

During the conference, we will manage all presentations centrally through the **Speaker Preview Room**.

- **Venue:** Stadsgehoorzaal (Leiden)
- **Speaker Preview Room Location:** **Cornelis Schuytzaal** (Ground Floor)
- **Session Room:** Sessions take place in the **Grote Zaal**, equipped with a Windows PC connected directly to the Speaker Preview Network. We will provide a lectern monitor, remote slide advancer (clicker), timer and microphone.
- **Opening hours**
 - **20 October:** 17:00–19:00
 - **21 October:** 07:30–18:00
 - **22 October:** 08:00–18:00
 - **23 October:** 08:00–16:00

 **Important Notice:** No personal laptops or USB memory sticks can be connected directly in the session room.

- **Pre-Upload & On-Site Check:** Closer to the conference, you will receive separate email instructions on uploading your presentation to the Speaker Preview Network.
 - It is **mandatory** to visit the Speaker Preview Room well in advance of your talk **to test your presentation** with our technical team.
 - We recommend uploading your presentation **by the afternoon before a morning session and by the morning of the session for an afternoon presentation.**
 - ⚠️ **Wednesday morning presenters:** Please upload your presentation and visit the Speaker Preview Room **on Tuesday afternoon** during opening hours.
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-  **USB Backup:** If you have pre-uploaded your presentation, you may also bring a copy on a USB stick to the Speaker Preview Room in case the presentation needs to be re-uploaded or any technical issue occurs.
- **Session Check-in:** Please be in the session room 10 minutes before the scheduled start of the session.

3. Presentation Timing

- Please refer to the accompanying email for your **exact assigned presentation slot**. Please note that the **Q&A/discussion time is included in your allocated time**. Please make sure to **plan your presentation to allow time for Q&A/discussion within this slot**.
- Should there be any changes to the programme, we will contact all affected presenters directly. Nevertheless, we recommend that you **check the programme regularly** for any updates.

4. Speaker Template

- **Slide Template:** We recommend using the official ESSD 2026 PowerPoint Speakers template.



Download the ESSD 2026 Speaker template [here](https://essd2026.org/abstract-submission/)

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5. Speaker Contact Details

- Please verify and complete your contact details using the form provided in the accompanying email. This information will only be used for emergency or technical coordination during the event.

6. Important Communication

- Please add **essd@kuonitumlare.com** to your email whitelist to ensure you receive all technical updates regarding your session. We may contact you by email or phone if your presentation has not been received before your session.