**Presentation | guidelines for authors**

**AESOP Annual Congress, 7-11 July 2025 Istanbul, Türkiye,**

**Dear Authors,**

**To ensure smooth and effective presentations, please follow these guidelines**:

1. **Presentation Time:**
	* Each presentation is allocated **8-10 minutes**.
	* The duration may vary depending on the number of papers in your session. Please confirm the final timing with your **track co-chairs** or **session chairs** beforehand.
2. **Session Preparation:**
	* Arrive at the presentation room **at least 10 minutes** before the session begins to set up and ensure everything runs smoothly.
	* Introduce yourself to the **session chair** and check any technical requirements (e.g., projector, slides).
3. **Presentation Format:**
	* Prepare a clear, engaging, and concise presentation that fits within the allocated time.
	* Ensure your slides are easy to read and visually organized.
	* A **PowerPoint template** is available **on the website** for your use for a consistent look.
4. **Q&A:**
	* Be prepared for a brief **Q&A session** following your presentation, if time permits.
5. **Technical Setup:**
	* Bring your presentation on a USB drive (PowerPoint or PDF format) and consider having a **backup** saved online or via email.
	* If using your own laptop, ensure you have any necessary adapters.
6. **Communication:**
	* For any last-minute changes or questions, reach out to your **track co-chairs** or **session chairs** promptly.
	* **LOC members** will always be there. You can reach out to us anytime!

By following these guidelines, you’ll help ensure an efficient, engaging, and well-organized session. Good luck with your presentation!