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 **HERE** 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.

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