

ICTA 2026 Oral Presentation Guidelines

1. Presentation Time

- **Oral Presentation:** 10 minutes
- **Q&A:** 5 minutes
- **Total Session Time per Paper:** 15 minutes

Presenters are requested to attend their assigned session **from the beginning to the end**.

Session Chairs may provide important announcements and instructions at the beginning of the session. Presenters are therefore encouraged to be present throughout the entire session.

2. Presentation Equipment

The Conference Secretariat will provide a presentation PC in each conference hall or respective breakout room.

The PC will be equipped with **Microsoft Windows 10** and will support the following presentation formats:

- Microsoft PowerPoint
- PDF

All presentations must be delivered using the PC provided by the Conference Secretariat.

Presenters are strongly recommended to prepare and bring a **PDF version** of their presentation as a backup in case of any compatibility issues with the PowerPoint file.

3. Presentation File Submission

Presenters are required to **download their presentation file onto the laptop provided in their assigned presentation room before the start of their session. Remember to copy your presentation file in your thumb drive.**

To avoid delays immediately before the session, presenters are strongly encouraged to upload their presentation files during the **tea break or lunch break prior to their assigned session**.

For presentations scheduled on **21 October 2026**, the presentation laptop will also be available for file submission from **8:00 am to 9:00 am at the Ballroom Foyer**.

Presenters should ensure that their presentation file has been successfully downloaded on the designated laptop before their session begins.

4. Presentation Material Preparation

Kindly download the attached ICTA 2026 PowerPoint file and use the first slide as the opening slide of your presentation.

Please note that there is **no mandatory presentation slide template** for oral presentations.

Presenters may use their preferred slide design and format, provided that the content is clear, legible, and suitable for presentation within the allocated time.

Recommended Preparation

Presenters are encouraged to:

- Keep the presentation concise and focused.
- Ensure that text, figures, tables, and graphs are clearly legible.
- Plan the presentation to fit within the **10-minute presentation time**.
- Leave sufficient time for the **5-minute Q&A session**.
- Bring both the original PowerPoint file and a PDF backup.
- Check all videos, animations, fonts, equations, and other embedded content for compatibility before the presentation.
- **Submit and test the presentation file on the designated laptop before the session starts.**