

Presenter Guidelines: TransMATTER 2026

Welcome to the presentation guidelines for our upcoming conference on September 5th and 6th, 2026. To ensure a smooth experience for all attendees and speakers, please review the specific requirements for your presentation format below.

Part 1: Oral Presentations

1. Time Allocation: 8 min presentation+ 2 min Q&A

2. Presentation Format and Technical Specifications

- **Aspect Ratio:** All slides must be formatted in a **16:9** aspect ratio.
- **File Types:** Presentations must be saved as Microsoft PowerPoint (.pptx) or Adobe Acrobat (.pdf). Mac users utilizing Keynote must export their files to one of these formats.
- **Media:** If your presentation includes videos or animations, please ensure the video files are embedded directly within the presentation or saved in the same folder as your slide deck. Standard formats (MP4, AVI) are highly recommended.
- **Fonts:** Use standard, cross-platform fonts (e.g., Arial, Calibri, Times New Roman) to prevent formatting errors when moving to the presentation computer.

3. Presentation Upload and Setup

- **Advance Upload:** Presenters are encouraged to upload their slide decks via the [speaker portal](#) by **September 1st, 2026**.
- The uploaded file name should be in this format: **ABSTRACTID_FIRSTNAME.pptx**
- **Personal Laptops:** To minimize transition delays between speakers, the use of personal laptops for presentations is generally discouraged unless absolutely necessary for specific software demonstrations.

Part 2: Poster Presentations

1. Poster Dimensions and Format

- **Size:** Posters must be **A0 size** (84.1 cm wide × 118.9 cm high / 33.1 inches × 46.8 inches).
- **Orientation:** Strictly **Portrait** orientation. Landscape posters will not fit on the provided display boards.
- **Material:** Please print your poster on standard poster paper or lightweight fabric. Heavy materials or mounted boards cannot be accommodated.

2. Design Recommendations

- **Legibility:** Use a minimum font size of 24pt for body text and 48pt for headings. Your poster should be easily readable from a distance of 1.5 to 2 meters.
- **Structure:** Organize your content logically: Title, Authors/Affiliations, Introduction, Methods, Results, Conclusions, and brief References.



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- **Visuals:** Rely heavily on high-quality graphics, charts, and diagrams rather than dense blocks of text.

3. Setup, Display, and Takedown

- **Mounting Materials:** Pushpins or velcro adhesive will be provided at the poster venue.
- **Setup:** Please mount your poster on your assigned board (matching your Abstract ID) between 8:00 AM and 9:30 AM on the day of your scheduled poster session.
- **Attendance:** Presenters are required to stand by their posters during the dedicated Poster Session timings to interact with attendees and judges.
- **Removal:** Posters must be removed by the end of the day. Any posters left behind after the conference closes will be discarded.

Need Assistance?

If you have special accessibility requirements, need to test audio/video files in advance, or have any other inquiries regarding your presentation, please reach out to the organizing committee prior to the event.