



# INSTRUCTIONS ORAL PRESENTATION



## INSTRUCTIONS FOR ORAL PRESENTATIONS

Dear speakers,

As the ICE 2025 Conference 2025 approaches, we would like to provide you with some guidance on how to prepare your oral presentations.

The conference will be held at University of Freiburg in an on-site format. Sessions will be in Room 1010 and Room 1089. Please check the schedule closer to the event to see in which room your presentation will be.





## GENERAL INFORMATION

- Please check the [schedule](#) to find your session and presentation slot. All times are in local time.
- Each **oral presentation** will consist of either 20 or 30 minutes of presentation time including 2-3 minutes of Q&A time.
- Please check the presentation time of your presentation in the schedule
- When you arrive at the venue, please go to the registrations desk to pick up your badge first

## PRESENTATION UPLOAD

- All presentations should be uploaded in advance to the Fourwaves digital conference platform in **both PPTX and PDF format** by **Friday, August 22, 2025**.
- After the conference, the PDF version of the presentation will be made available to conference participants in the password-protected internal area of the digital conference platform, if the presenter or author has agreed to this during the upload process.
- Presentation upload is already possible. **Please do not make any other changes to your submission form other than in the presentation upload section, or your submission may become invalid.**
- Alternatively, you may upload your presentation at the Media Upload Desk onsite at the conference on the morning of your session day. We strongly advise that you **upload your presentation in advance** to avoid delays and potential problems. However, we encourage presenters to visit the Media Upload Desk if time permits to double check that the presentation has been uploaded correctly.



## PRESENTATION FORMATTING

- Presentations in PPT, PPTX, and PDF formats will be accepted. If you have created your presentation in Apple PPT, please test it on a Windows PC to make sure that it displays correctly.
- Avoid using external links in your presentation. The presentation computers will not be connected to the Internet.
- Non-standard fonts must be embedded.
- All images and graphs must be embedded without links.
- In our experience, video clips often cause problems. If you plan to use video clips in your presentation, please check them on the computers at the Media Upload Desk onsite.

## PRESENTATION UPLOAD ONSITE

- If you have chosen not to upload your presentation to the digital conference platform in advance, please submit your presentation to the Media Upload Desk on the morning of your session day.
- You will not be able to show your presentation directly from your laptop or memory stick.
- Although it may seem trivial, please make sure that your presentation and memory stick do not contain any computer malware.





## PREPARE FOR YOUR SESSION



- Please meet your session chairs in the conference room at least ten minutes before your session begins and familiarize yourself with the technical equipment.
- At the end of your presentation, between two and three minutes will be reserved for Q&A.

## QUESTIONS & CONTACT

If you have any questions, please do not hesitate to contact us at [info@ice2025.eu](mailto:info@ice2025.eu).

We look forward to your presentation!

Best regards,

The ICE 2025 Conference Organizing Team