

ICoMEIA 2026 Presentation Guidelines

Onsite Presentation

To help you prepare for your presentation and ensure a smooth experience, please follow the presentation guidelines below.

1. Presentation Duration

- Each presentation is allocated **15 minutes** in total.
- The presentation should be completed within **10 minutes**, followed by a **5-minute Question-and-Answer (Q&A) session**.
- Presenters are kindly requested to strictly follow the allocated time.

The following time-warning signals will be used:

Time	Signal	Meaning
8 minutes	 Green sign + 1 bell	2 MINS LEFT
10 minutes	 Yellow sign + 2 bells	TIME UP // Q&A TIME
15 minutes	 Red sign + 3 bells	SESSION ENDED

2. Presentation Slides

- The presentation slides should be prepared in **PowerPoint (.ppt/.pptx) or PDF format**.
- Please ensure that all text, figures, tables, and equations are clearly visible and readable.
- Presenters are encouraged to organize their slides according to the content and objectives of their accepted paper.

3. Submission of Presentation Slides

- All presenters are required to upload their presentation slides by **21 October 2026**.
- Please upload your presentation file to the following Google Drive folder:

ICoMEIA 2026 – Presentation Slides Upload

- The presentation file should be named using **the Paper ID only**.

Example:

Paper ID 001.pptx or. Paper ID 001.pdf

Please make sure that the correct Paper ID is used as the file name.

4. Physical Presentation

- The organizer will provide a laptop and the necessary presentation facilities.
- Presenters are requested to arrive at the assigned presentation room **at least 10 minutes before the session starts**.
- Please check that your presentation slides are displayed correctly before the session begins.
- Presenters should remain available during the Q&A session to respond to questions from the audience.

5. Important Reminder

Presenters are kindly requested to:

- Submit their presentation slides by **21 October 2026**.
- Use their **Paper ID only** as the presentation file name.
- Keep the presentation within the **10-minute time limit**.
- Arrive or join the session **at least 10 minutes before the scheduled start time**.
- Follow the instructions of the session chair and conference technical staff.

Thank you for your cooperation, and we look forward to your presentation at **ICoMEIA 2026**.