

ICEE 2026 Oral Presentation Guidelines

Presentation Duration

- Each oral presentation is allocated **8 minutes**.
 - Presenters are kindly requested to adhere strictly to the allocated presentation time to ensure the conference programme runs according to schedule.
 - Session Chairpersons will monitor presentation times and may stop presentations that exceed the allocated time.
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Question & Answer (Q&A)

- A **Q&A session will be conducted after the completion of all presentations within the session**, rather than immediately following each presentation.
 - This format provides an opportunity for presenters and participants to engage in broader scientific discussion.
 - Presenters are encouraged to focus on the key findings and take-home messages of their research during their presentation.
 - Further discussion and networking are encouraged during conference breaks and social events.
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Presentation Slides

To facilitate the smooth operation of each session, presenters are requested to submit their presentation slides to the **Conference Secretariat (NIPAH Meeting Room)** according to the following schedule:

- **Morning Session Presenters:** Submit presentation slides **one day before** your scheduled presentation.
 - **Afternoon Session Presenters:** Submit presentation slides **by the morning of the day of your presentation**.
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Use of Personal Laptops

- Conference presentation computers will be provided in all presentation rooms.
- The use of a **personal laptop is recommended only when required** to support specialised software, applications, videos, animations, or other presentation features that may not be compatible with the conference computers.
- Presenters intending to use their own laptop are requested to **inform the Conference Secretariat in advance** so that the necessary audiovisual connections and equipment can be arranged prior to the session.

Programme Schedule

- The conference programme published on the ICEE 2026 website is **tentative** and serves as a guide for participants.
 - While every effort will be made to adhere to the published schedule, minor adjustments may occasionally be necessary due to extended discussions, technical requirements, or other unforeseen circumstances.
 - Presenters are encouraged to allow some flexibility in their personal schedules between sessions.
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General Recommendations

Presenters are encouraged to:

- Arrive at the presentation room at least **15 minutes before** the start of the session.
- Introduce the significance of the research clearly and concisely.
- Focus on the key objectives, methodology, principal findings, and conclusions.
- Use clear, readable figures and minimise excessive text on presentation slides.
- Respect the allocated presentation time to ensure fairness to all presenters and maintain the conference schedule.

We look forward to your presentation and wish you every success at the **21st International Conference on Environmental Ergonomics (ICEE 2026)**.