



## Guidelines for All Presentation Types

**(EXCLUDING “Intraop With the Masters” Talks and All Posters)**

### PLEASE READ THE FOLLOWING GUIDELINES CAREFULLY BEFORE CREATING YOUR PRESENTATION

Thank you for accepting to present at our ISAPS Olympiad World Congress 2025, Singapore. **All presentations MUST be uploaded in advance using the following guidelines.**

***Important: These instructions DO NOT APPLY to “Intraop With the Masters” pre-Congress course speakers, presenting on Wednesday, June 18. A separate email with specific details will be sent shortly to those speakers.***

### Guidelines for Uploading Presentations (excluding “Intraop” Talks and All Posters)

- Please upload your presentations(s) by latest **Sunday, June 8, 2025, 11:59PM EST time**, when the presentation upload function will close.
- Slides must be in a 16:9 aspect ratio (widescreen format) – Size of slides should be the default setting of 33.867 width x 19.05 height.
- Presentations must be prepared using [ISAPS’ PowerPoint template](#) format (please note it will automatically download to your device). Media/special fonts or video content must be fully embedded (if you are linking to external files they will not run once copied over, so this is not recommended).
  - Session times will be strictly adhered to, and moderators are instructed to stop presenters who run over; please therefore consider this in preparing slides for free papers – as a general guide, please include:
    - **no more than 25 slides for Keynote/Invited Talks**
    - **no more than 10 slides for Oral Communications of 7 minutes [Abstracts]**
    - **no more than 5 slides for Rapid Fire Communications of 3 minutes [Abstracts]**
- It is mandatory that you include the “Declaration of Conflicts of Interest” slide as the second slide of your presentation(s) (already included in the above-mentioned template).

### Mac Users

The laptops used by our onsite AV team will use a Windows operating system and therefore if you are creating your PPT on a Mac computer, or you’ve converted a file from another application (Keynote, Google Slides), we recommend you use transferable fonts and videos must be embedded. **The following [link](#) may help you with this process.**

If you are a Mac user, please go the Speaker Ready Room onsite in Singapore to verify the look of your presentation(s) and ensure that images, fonts and videos display correctly.

### To Modify Your Presentation(s)

If you wish to modify your presentation(s) after uploading, please edit the document(s) on your own computer, log back in to your [Speaker Portal](#), and upload your new version(s) **by the deadline of Sunday, June 8, 2025, 11:59PM EST time**, to ensure we have your latest presentation(s) ready. Any changes after this date must be uploaded in the Speaker Ready Room onsite.



## Multiple Presentations

If you have more than one presentation, you will find links corresponding to the times for all your presentations after you log in to your [Speaker Portal](#). You may upload all your presentations at the same time, and they will be sent to their corresponding session halls at the time of your sessions. Please be sure that you upload the correct file to the corresponding time slot, or it will not be available at the time you are scheduled to present.

## IMPORTANT INFORMATION

1. We recommend that you visit the Speaker Ready Room onsite in Singapore to do a final check of your presentation(s) to give final approval! This needs to be done **as soon as possible and no later than 2 hours** before your session starts.
2. Please note that due to session timings, free paper presenters will not be able to use their own laptops to present in any circumstances. If you have any questions or problems uploading, please visit the Speaker Ready Room onsite, ideally the day before your presentation(s).
3. Each session room will have a lectern, microphone, clicker, comfort monitor and a digital projector. PowerPoint (.PPT or .PPTX) is the only presentation tool available in all session halls.
4. Speakers are kindly asked to observe that only computers provided by the Congress may be used for showing your presentation(s).
5. If presentations are uploaded on time, the staff in the Speaker Ready Room onsite will upload them into the presentation handling system that will store and distribute presentations to the session hall in time for your session(s). If you miss the upload deadline, or make changes after the deadline, please bring your presentation(s) to the Speaker Ready Room onsite.
6. We are prepared to accept presentations onsite if they are brought on a USB memory stick (flash drive). Please note that ALL files (including any video or movie files) MUST be fully embedded!

If you have any questions, please do not hesitate to reach out to the ISAPS World Congress Team – [registrar@isaps.org](mailto:registrar@isaps.org)

**Thank you again for your participation at ISAPS Olympiad World Congress 2025, Singapore.**

**We look forward to seeing you there!**