

Instructions for oral presenters

PowerPoint instructions

All session halls are equipped with standard PowerPoint presentation facilities.

Your presentation must be submitted to the “Speakers Ready Corner” at least 30 minutes before the beginning of your session. A technician is available in every session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use provided PC onsite. Please be present in the session room 15 minutes prior to the start of your session and follow the instructions from the Chairs and/or technician.

General Information

- Please use the **Microsoft PowerPoint** (.pptx), or **Adobe Acrobat Reader** (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you save your PowerPoint presentation using PPTX.
- Please note that we cannot guarantee the quality of MacIntosh-based presentations, please check in advance (2 hours before your session starts) their Windows compatibility.
- Please prepare your presentation in **16:9 format** (screens are in 16:9 aspect).

Pictures/Videos

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images that are created at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- In case you have any videos in your presentation - please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-1 and AVI formats should work with no difficulties. Video inserted into MS PowerPoint 2010 and higher versions are embedded into the presentations.

Other information

- During your lecture you can use remote control for controlling your presentation.
- In the lecture hall will be prepared all presentation equipment – remote control for presentation, microphone, preview screen, ...
- Your own notebook will not be allowed to be used for presentation unless exceptionally scheduled.
- All presentations will be deleted from all the PC used during the event.
- We kindly ask all the speakers to keep the time of their presentations.

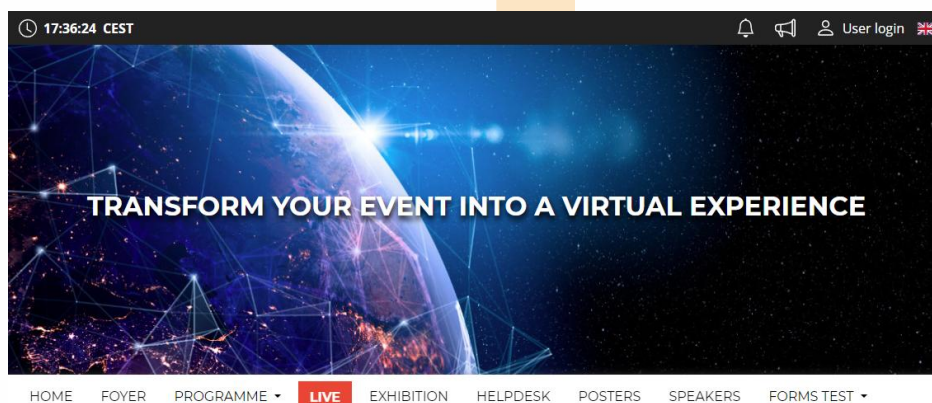
How to submit your presentation, short CV and portrait photo on-line

Important information

- Visit the congress platform available here: <https://ebc2026.gcon.me/page/home>
- Log in to the platform using the same email address you used to register for the congress.
- We highly recommend that you **upload your presentation online** in advance using the congress platform.
- **Please complete your personal page by adding a short CV (up to 1200 characters, including spaces) and a portrait photo.**

Login to the platform

- In the top right corner – select **Login**.

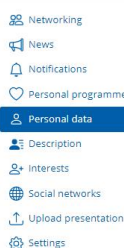


- Log in with your email and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the email you used to registration – you can then change your password in your personal page.

Personal Page

- Manage your profile under the field with your name – “Personal page”
- Please fill in your personal profile and upload your photo
- On your personal page, you can find:

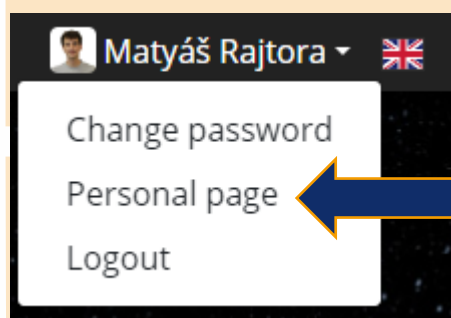
- Personal Info
- Networking
- News, Notifications
- Personal Programme
- Presentation upload
- Certificates



Titles before:	
Firstname:	Jan
Surname:	Kolář
Titles after:	
Function:	
Company:	GUARANT International spol. s r.o.
Country:	Czech Republic
Email address:	kolar@guarant.cz
Phone:	
 Upload Delete	
Save changes	

Uploading a presentation to the platform

- Upload your presentation directly to the platform.
- After logging in, visit the “Personal Page” found in the top right corner under your name.



- To upload a presentation, click on “**Upload presentation**”. Please upload your Powerpoint presentation here – in **PPTX** format.

The screenshot shows a user interface for the EBC 2026 Rotterdam congress. On the left is a vertical menu with icons and labels: Networking, News, Notifications, Personal programme, Personal data, Description, Interests, Social networks, Documents, Upload presentation (highlighted with a blue bar), Upload poster, Orders, Vouchers, and Settings. The main content area is titled 'Presentation 3' with a '20 min' icon. It shows the date '03.12.2023 - Sunday | Virtual Hall 1' and the time '12.05.2022 10:00 - 11:00 | Session 1'. Below this, there are two sections: 'Presentation file' and 'Documents for presentation'. The 'Presentation file' section contains text about uploading PPTX, PDF, and MP4 files (max 200 MB) and a red 'Unuploaded' status. Below it is a blue 'Upload presentation' button, which is pointed to by a large blue arrow. The 'Documents for presentation' section contains text about uploading additional files (max 200 MB) and a blue 'Upload documents' button.

- Select your presentation file from your computer and upload it.
- The size of the presentation must be no larger than 200 MB.
- Supported file types are PPTX, PDF and MP4 video (older versions of Powerpoint PPT are not supported).
- In case you have saved your presentation in an older version of Powerpoint PPT, please save it again in the new PPTX version. This is possible with newer versions of MS Powerpoint 2013 and above.
- To upload a PDF presentation, click on “**Upload documents**”. Please upload your PDF version presentation here – in **PDF** format.
- The PDF version is for the Book of Proceedings – Please upload only if you agree to its publication.

This screenshot is identical to the one above, showing the same user interface. However, in this instance, a large blue arrow points to the 'Upload documents' button in the 'Documents for presentation' section.

In case of problems, contact technical support at the following e-mail address – rajtora@guarant.cz

- Once your presentation is successfully uploaded to the platform, your presentation will be ready to present. Always arrive at the hall early and check with the technical staff that your presentation is indeed uploaded.

How to submit your presentation on-site:

How to save your presentation

- Please save your presentation in one of the following discs or medium:
 - USB flash disk
 - External portable HDD/SSD
- Save all files associated with your presentation (PowerPoint file, movie/ video files, etc.) to one folder/location.
- In case you are presenting more than one presentation during the event, save different presentations to different folders and name them clearly with the presentation code to avoid onsite misunderstandings and problems.
- Always make a backup copy of your presentation and save it on a different portable disc or medium than the original presentation.

How to submit your presentation on-site

Please come to the Speakers Ready Corner at least 30 minutes before the beginning of your session with your USB stick/external portable HDD/SSD. In case your speech has been scheduled for the morning session please come to the Session Room one day before the day of your presentation.

Speakers Ready Corner is located next to the Hall (Van Oldenbarnevelt room).

Opening hours for Speakers Ready Corner:

Day	Time
Sunday, 06.09.2026	17:00 – 20:00
Monday, 07.09.2026	8:00 – 18:00
Tuesday, 08.09.2026	8:00 – 18:00
Wednesday, 09.09.2026	8:00 – 12:30