

Presentation guidelines

Submission options

Please send your presentation via SwissTransfer (choose the option 'Email') to hebbink@pasreform.com before **Friday the 9th of October 2026**.

Slide guidelines

- Prepare slides in English.
- Minimize text: use bullet points with keywords instead of whole sentences/paragraphs.
- Limit animations and transitions to avoid compatibility issues.
- Use common fonts such as Arial, Times New Roman, or Verdana.

Technical guidelines

- Personal laptops cannot be used.
- Presentations must be run from the conference room laptop.
- A microphone will be provided.
- If additional equipment is required, inform Roos Molenaar (president@ifrg.be) in advance.
- Accepted file formats: .pptx
- If showing videos, embed them rather than using external links.

Time management & Q&A

- Each presentation is limited to 12 minutes, followed by 3 minutes for questions.
- For the keynote lecture: 35 minutes for the lecture and 5 minutes for questions.
- A chairperson will monitor the time and give reminders to the presenter.

Important additional notes

- As the audience includes academia, students, and industry professionals, make sure to provide sufficient background and context for your project or study.
- Highlight the practical implications and/or fundamental background of your work to engage a broad audience.

Poster presentation guidelines

Session details

- Posters will be presented during Session 2 on the first conference day (Thursday, October 29th).
- Each presenter will have 5 minutes to explain their poster during session 2. It is advised to prepare 1 or 2 PowerPoint slides to support this 5-minute pitch.
- Presenters are encouraged to stand by their posters during the break following the poster presentation for discussion and answering questions.
- Prepare a 1–2 minute pitch to concisely explain your research results.

Size and orientation

- Poster size: A0 portrait (vertical): 841 mm x 1189 mm.

Installation

- Posters must be set up before the first break on the first conference day.
- Contact an organizer at the registration table upon arrival for assistance.

Mounting materials

- Clips will be provided.
- If you prefer alternative mounting materials (e.g., Velcro), bring your own.

Removal

- Posters must be removed after the final session of the last day.
- Unremoved posters will be discarded by the organizers.

Additional notes

Authors should bring their own printed posters to the IFRG meeting. We are unable to accept posters in advance by mail or print them on-site. We will not accept digital posters.

If you have any additional questions related to the presentation or poster guidelines, please contact: Roos Molenaar (president@ifrg.be).