



WORKSHOP GUIDELINES 2025

Time Limit

Presenters are requested to keep their workshops strictly to their allocated time slots. While we aim to have a volunteer in each workshop room to help you keep time, it is your responsibility to end on time. Your compliance is greatly appreciated.

Presentation Preparation and Requirements

- Workshops must be interactive for at least 50%, or more, of the scheduled time.
- You are responsible for bringing your own presentation on your own laptop. You will connect your laptop to a provided in-room projector using an in-room HDMI cable (some rooms also have a USB-A cable available). *Before you depart for the conference, confirm that your laptop/device has the correct adapters/cables and settings necessary to connect to an HDMI-in system.*
- All fonts and graphics must be legible. Use high-contrast colors between your slides' background and your text.
- On your first slide, place your name and affiliation (if applicable) and the title of your presentation.
- If you are concerned about your presentation in regards to these guidelines, please [email our technical director](#)