

Presentation Instructions for Presenters

1. Your slot

Segment	Time	Notes
Presentation	17 min	Hard limit. The chair signals at 5 min and 1 min remaining.
Q&A	4 min	Moderated by the session chair.
Changeover	1 min	Next speaker sets up.
Total slot	22 min	Same for regular and short papers.

Find your session number, room and start time in the program: <https://pstnet.ca/pst2026/program.html>

- Arrive at your room 10 minutes early and introduce yourself to the session chair.
- Remote presentations are **only allowed** based on PC Chair approval.

2. Zoom — required for ALL presenters (in person and remote)

Every presenter must join this Zoom meeting at least 15 minutes before their session starts — including presenters who are physically in the room:

Zoom links for each room will be shared closer to the conference.

- **In the room:** join with your **microphone and speakers turned OFF** — audio from a laptop in the room causes feedback. Present through the Zoom screen sharing option.
- **Remote:** join early to test audio, video and screen sharing. Use a wired connection and a headset if possible, and rename yourself to your full name.
- All session times are Eastern Time (ET, UTC-4). Please double-check the conversion to your local time.

3. Slides

- **Format:** PDF preferred (PPTX accepted), 16:9 widescreen, fonts and media embedded.
- **Use large fonts — minimum 20 pt on every slide.** The room screens are not large. Titles 32–40 pt, body text 24–28 pt, and nothing below 20 pt anywhere, including axis labels, table cells and code. Redraw figures from the paper rather than pasting them at paper scale.
- **Suggested structure:** introduction and motivation, methods and approach, results, conclusions. About 12–16 slides.
- Put the paper number, title, all authors and affiliations, and the PST 2026 name on the title slide.

4. Getting your slides to the room

- You are welcome to present from your own laptop — if your internet works then you will be sharing your screen through Zoom. However, we recommend to bring your own HDMI / USB-C adapter, as a backup plan.
- A presentation remote will be available in each room.
- Do not rely on an internet connection for live demos, streamed video or web pages.

5. Remote presenters

- Send your slides to the session chair at least 24 hours in advance as a backup — the chair can advance it for you if sharing fails.
- The same 17 + 4 timing applies; the chair keeps time and relays audience questions.

- **6. Internet Access**

Wireless access is available to uOttawa visitors through:

- **uoPublic wireless network:** Free limited bandwidth connection — 12 hours of wireless access per session
- **eduroam:** Secure roaming wireless access for visitors from participating eduroam institutions

Questions about your presentation, the schedule or A/V should go to the Program Chairs. Thank you — we look forward to your talk.