



## GUIDELINES FOR SPEAKERS AT IUIS 2025

Thank you for contributing to the **19<sup>th</sup> International Congress of Immunology - IUIS 2025 in Vienna, 17 August - 22 August 2025.**

You are requested to save your slides on a USB drive and upload them at the Speaker Centre which is the **Business Lounge located on level 0 of the Austria Center Vienna (ACV)**. The Speaker Centre is equipped with terminals where speakers can upload their presentations into the network connecting all the session rooms.

**If your presentation is scheduled in room G, K1 and K2, you are requested to save your slides on a USB drive and bring them directly in the session room, where you will give your talk.** A technical staff member will be in the room supporting the upload of your presentation on the speaker laptop.

You are welcome to use the PowerPoint template available [here](#) or use a different template. Please note that you are requested to:

- include one slide as Conflict of Interest disclosure
- note that the use of a sponsor's name, brand name or product name is not permitted in the scientific programme, in compliance with UEMS 2023/07 EACCME® criteria for the Accreditation of Live Educational Events.

At the Speaker Centre you will be offered the following services:

- Expert advice by technical staff on the editorial aspects of your presentation
- Converting (if necessary), media embedding and uploading your presentation files from a technical point of view
- Last minute changes to your presentation

To enable the staff to handle the technical aspects efficiently, the presentations should be prepared as per the guidelines in this document. It is essential that:

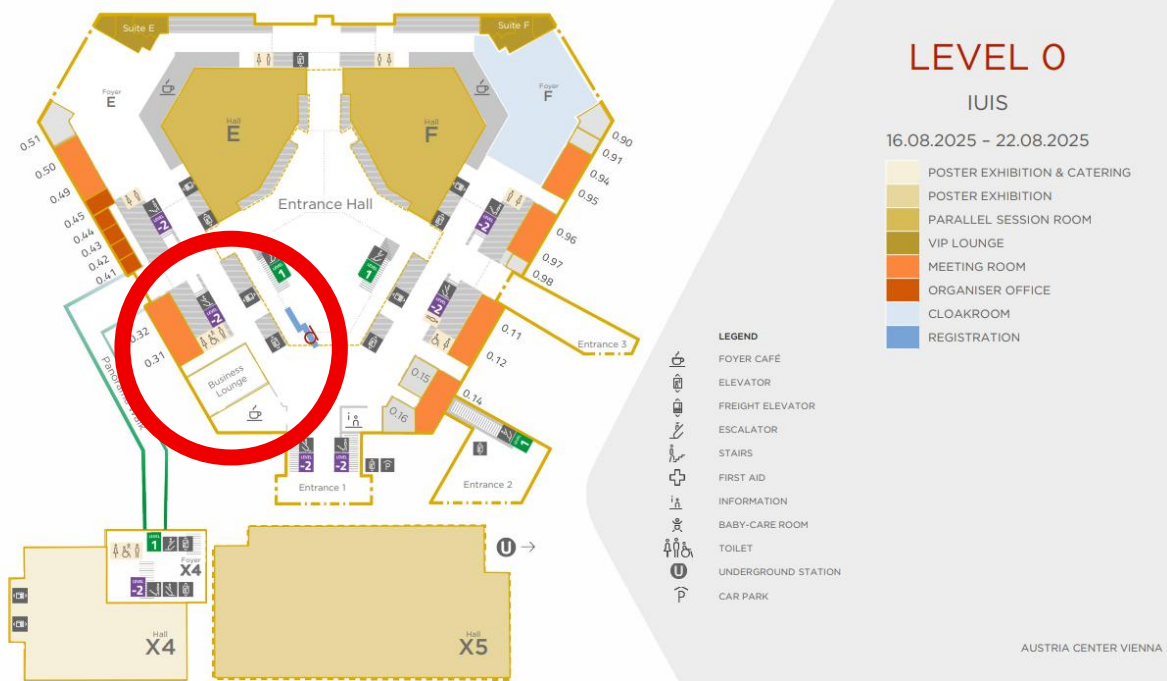
- The presentation is handed in at the Speaker Centre **no later than 4 hours before your presentation time or the day before if your presentation is in the early morning.**
- Prepare your presentation and save it on a USB drive. Label the materials with your name, session name, session date, and presentation name.
- Be in the session room at least 10 minutes before the session starts to meet the Chairperson of the session.
- Familiarize yourself with the equipment in the session room. Technical staff and a hostess will be present to assist you.

## SPEAKER CENTRE OPENING HOURS

Monday, 18 August	07:30 - 19:00
Tuesday, 19 August	07:30 - 18:30
Wednesday, 20 August	07:30 - 18:30
Thursday, 21 August	07:30 - 18:30
Friday, 22 August	07:30 - 15:00



## SPEAKER CENTRE LOCATION



## SCIENTIFIC PROGRAM

The updated scientific program can be found on the [IUIS 2025 Congress website](#).

## SESSION ROOMS

Each session room is equipped with the following items:

- Lectern with microphone, mouse and notebook for running the presentations
- Data projector for PowerPoint presentations
- Laser pointer

## IMPORTANT

- No personal laptops may be directly connected to the lectern computer as the presentation must be checked beforehand in the Speaker Centre.
- Please note that there will be no overhead projectors or slide projectors in any of the session rooms.



## TECHNICAL REQUIREMENTS

To ensure your presentation is correctly displayed, please note the following technical requirements and general notes:

- Use Microsoft PowerPoint 97-2016 (\*.pptx), OpenOffice / LibreOffice 1.0 – 4.0, or Adobe PDF to guarantee your presentation will open successfully on an on-site PC. If you use MS PowerPoint, we recommend that you save your PowerPoint presentation using .pptx-format and not .ppsx.
- Presentations must be formatted in a **16:9** aspect ratio.
- Use high contrast lettering and fonts with a minimum size of 24pt and high contrast layouts like light text on dark colors. Only fonts which are included in the basic installation of MS-Windows 10 will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation.
- Note that Apple Keynote presentations must be converted to PowerPoint. If you are a Mac-user, please use PowerPoint for Mac.
- Presentations will be projected in a minimum resolution of 1920 x 1080 pixels. All video/data projectors at the congress can utilize this resolution without a problem.

## IMAGES AND VIDEOS

- Save the image you wish to use as a JPG or PNG and set compression/quality to medium or high. (Avoid saving images as TIF files, especially Mac presentations).
- Because of the many different video formats, support cannot be provided for embedded videos in your presentation; please test your presentation with the on-site PC several hours before your presentation. Generally, the MPEG-4 and WMV format should work with no difficulties.
- Movies or videos which require additional reading or projector equipment will not be accepted.
- Save the images/videos used in your presentation separately on a USB memory drive. In case of problems, we can re-insert the original items.
- Pictures and animation links to the internet or other files will **NOT** be accessible.
- Feel free to embed localized video files in your presentations. However, make sure to always bring a standalone copy of the video file to the Speaker Centre.
- As a general rule, be careful to respect the rights of all authors and the anonymity of all individuals.
- Please account for extra time in the Speaker Centre if your presentation has one of the following features:
  - MOV-file movies, TIF-file images
  - Hyperlinks inside presentations
  - Starting a movie by clicking it
  - Flash Movies

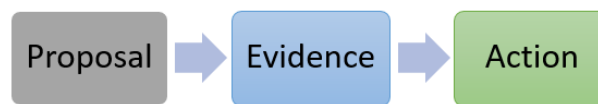
Should you have problems preparing a PowerPoint presentation, please contact the Congress Secretariat in advance, so that necessary arrangements can be made.



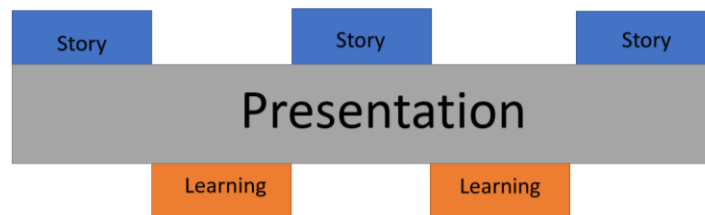
## CONTENT STRATEGY ADVICE

We suggest a method to help speakers get their message to the audience more effectively:

- Maximum of one clear idea or topic per slide.
- Concise slides by keeping texts short and avoiding too many bullet points.
- Provide a new visual every minute.
  
- Try to avoid reading your slides and engage your audience by structuring your presentation with a Proposal, your Evidence, and Call to Action:



- Break your presentation into a series of 3-to-4-minute segments alternating storytelling and learning:



All presentations will be properly tested and reviewed in the Speaker Centre to ensure that all features are fully functional.

## CODE OF CONDUCT

Only scientific content is allowed within your presentation.

Presenters are responsible for the content of their presentations, whether oral or written, and shall secure appropriate consent from collaborators and funders, as relevant, prior to any presentation at the IUIS Congress.

The presentation of research or data within sessions, posters or in other formal or informal engagements is the sole responsibility of the presenter. IUIS and K.I.T. Group are not responsible for the data, its accuracy or the way it was obtained.

Once more, we would like to thank you for your contribution to a successful Congress.

With kind regards,

**IUIS 2025 Congress Secretariat**  
[program@iuis.org](mailto:program@iuis.org)