

Guidelines for Presenters

1. IEEM Presenter Attendance Policy – It is such that

- 1.1 Acceptance is dependent on the stipulation that at least one author will sign up for the conference and present the paper there.
- 1.2 In the event that the presentation is not delivered at the conference, IEEM reserves the right to prevent it from being distributed after the conference (for example, by removing it from submission to IEEE Xplore).

2. Pre-Upload Presentation Files to the IEEM Portal

Cut-off time is 11:55PM Singapore Time (GMT+8) on Specified Dates

2.1 Pre-Upload Poster Presentation – 17 Oct to 30 Oct 2025

Posters submitted before 30 Oct will be printed for free by the conference
Please print and bring your own poster to the conference if you miss the deadline

Posters should be A0 size, 1189mm (Height) x 841mm (Width), vertical/portrait orientation. The suggested image size is 16 Megapixels, or 4680 x 3310 pixels at 100 dpi.

- Using the [Poster Template](#) is preferred, but not mandatory.
- Additionally, refer to the notes (5) below regarding poster preparation

2.2 Pre-Upload Oral Presentation – 17 Oct to 15 Nov 2025

Pre-uploading an oral presentation is not compulsory. If you are unable to make it, you can bring your presentation on a thumb drive to the presentation room and arrive at least fifteen minutes before to the start of the session.

- Oral presentation file should not be larger than 3.5GB and be in the PowerPoint format (.ppt/.pptx).
- Using the [Oral Presentation Power Point Template](#) is preferred, but not mandatory
- PowerPoint slides - 16:9 aspect ratio or 1920 x 1080 pixels

2.3 How to Upload A Presentation File

To save time on site, it is recommended that you upload your presentation in advance.

- a. Log in to the IEEM site using your email address and password
- b. Click "Upload Presentation" in the left menu panel (this function is automatically enabled for registered presenters).

3. Making Your Oral Presentation

- 3.1 Each oral presentation lasts for a total of 15 minutes, including Q&A and speaker change over.
- 3.2 You must arrive in the presentation room at least 15 minutes prior to the session's start time. For information on the precise presentation schedules, please consult the final program.
- 3.3 Each presentation room has
 - A screen/ screen and projector (smaller rooms have large LCD screens)

- Lectern with in-built computer and preview screen using Office 365 with PowerPoint
- Lectern microphone and sound system
- The lectern has USB input and HDMI input for external laptops
- A presenter clicker

3.4 Show consideration and keep to the 15 minutes allotted for your presentation. At the conclusion of the meeting, all presentation files will be deleted.

4. Making Your Poster Presentation

4.1 Poster display area is 2.4m (Height) x 1m (Width). Finished Size of the Poster Should Measure: A0 in Portrait Format, 1189mm Height x 841mm Width

4.2 To make it simple for readers to recognize your abstract, prominently display the ID of your accepted article, Title, and Author Name(s) at the top of the poster. The presenter's name must be highlighted and written in capital letters.

4.3 The author's name, email address, and mailing address must be included in case viewers want to get in touch with you for further information.

4.4 Tuesday 9 December 2025 is Poster Presentation Day

a. Key Timings

**From 1:30 pm: Author Presenters Put Up Posters.
Must be completed by 2:30pm**

- Poster boards are pre-assigned and marked with your Abstract ID
- Adhesive tapes and scissors are available at the Poster Help Desk, nearby the poster boards. If you have special needs for your poster presentation, please bring those supplies with you to the meeting.

**From 3:30pm to 5:30pm: Presenter Presence to Take Questions from Viewers
Posters must be removed by 5:30 pm.**

- b. Collect your pre-printed poster from the Help Desk (If Eligible)
You will need to bring along your Paper/Abstract ID.