Speakers Guidelines

General Instructions

All contributions (posters and oral presentations) must be written in English, following the provided templates:

- **Poster template:** Download here

- **Oral presentation template:** Download here

Poster Session

The session will be organized as 3-minute **SHORT TALKS**, in English or Italian, followed by 2 minutes for Q&A. Please, carefully plan your time as your talk will be cut to a close if you do not keep to your time slot.

The poster should be uploaded to the conference platform no later than **10 February 2025** according to the instructions:

1. Prepare your poster as a single slide in PPT format;
2. Name the PPT file **Poster_ID_#abstractID_submitterName** (e.g., Poster_ID#123_Mario Rossi*)* and save it in PPT and PDF formats;
3. Upload both files (PPT and PDF) to the conference platform going to "My Contributions" page https://registrazioneeventi.cnr.it/event/96/contributions/mine;
4. Click on the contribution title which appears below "Speaker";
5. Click on the edit icon in "Presentation Materials";
6. Click on the "Upload Files" button.

A digital poster book will be available before the conference. Prizes will be awarded to the 3 posters with the highest number of votes.

Oral Presentations Session

Each oral presentation, in Italian or English, will be allocated 15 minutes, 12 minutes of actual presentation time, plus 3 minutes for questions and answers. Please, carefully plan your time as your talk will be cut to a close if you do not keep to your time slot.

The presentation should be uploaded to the conference platform no later than **7 February 2025** according to the instructions:

1. Name the PPT file **Presentation_ID_#abstractID_submitterName** (e.g., Presentation_ID #123_Mario Rossi*)* and save it in PPT and PDF format;
2. Upload both files (PPT and PDF) to the conference platform going to "My Contributions" page https://registrazioneeventi.cnr.it/event/96/contributions/mine;
3. Click on the contribution title which appears below "Speaker";
4. Click on the edit icon in "Presentation Materials";
5. Click on the "Upload Files" button.

Prizes will be awarded to the 3 presentations with the highest number of votes.

Notes

- Late submissions will not be considered;

- Please note that there will be the opportunity to present remotely for those who indicated this mode of participation in the registration form. Detailed information on how to connect via Teams will be provided to interested participants.

- Contact **cs.conferenza2025@iret.cnr.it** for assistance with uploads or technical issues;

- Instructions on how to vote will be provided later;

- Results of the voting will be announced during the closing ceremony.