



## Guidelines for authors

A dedicated **ppt conference template** (in 16:9) is available  (not mandatory) for download in support of the presenters:

[POWER POINT TEMPLATE](#)

## ORAL PRESENTERS

The presenters are kindly requested to upload their presentations on the dedicated laptop of the speaker's ready corner located in the conference room. The regia is located near the presidential desk. A technician will be present to assist during the process.

Presentations will have to be uploaded via USB stick up to 30 minutes before the start of the session.

Before doing so, please check the online programme at [FLEX2026-Programme Agenda](#) for the following information :

- Date of the presentation
- Title of the session
- Order of the presentation (e.g., 1st, 2nd, 3rd....)

### File name convention and format

Please name your presentation according to the following:

- Presentation Order in the session
- Presenter Last name

*E.g., 01\_Brown.pptx/pdf*

For each accepted contribution, you can upload one file (max 230/250 MB) as ppt, pptx or pdf.

The suggested format for presentation is 16:9.

Presenters are advised to check prior to their session start if formulas/animations/videos are shown correctly. Please ensure you are in the session room at least 30 minutes before the session begins to meet with the session chairs, who will be near the stage. During the session, a member of the technical team will launch the presentation for you. The presenters must change the slides with the "slide advance device" placed on the podium.

Any presentation from personal laptops is not allowed to ensure a smooth programme running and minimise the transition time between presentations.

**NOTE:** For each presenter, a 15-minute slot is allocated, plus 5 minutes for Q&A.

We therefore expect that the presentations do not exceed 15 minutes.

The conference is paperless to guarantee maximum sustainability; therefore, no printed copies of the programme will be available in the room

Following the event, the presentations will be published online and prior authors' prior consent.

# POSTER PRESENTERS

The required poster size is A0, portrait orientation. The posterboard's surface size is: **118\*146 cm**, see e.g., picture below 



Poster authors are expected to present their posters to the scientific community at the dedicated 3 poster sessions to be held on **Tuesday, 03/Mar/2026, from 18:00 to 19:00, Wednesday, 04/Mar/2026 and Thursday, 05/Mar/2026, from 16:30 to 18:00** in the dedicated room. Lunch and coffee breaks could also be opportunities to present the posters. Please take the opportunity to read other posters and exchange contact information. Poster presenters may want to have A4 copies of their posters and their business cards available for distribution.

## Mounting

Presenters at the poster sessions shall bring their own printed posters. It will not be possible to print a poster onsite. All posters shall be mounted ahead of the poster session, i.e., starting **Tuesday, 03/Mar/2026, PM coffee break** through the lunch break. Materials for mounting posters will be provided at the poster session venue. Please check that your poster is located on the correct board. The list of posters will be available in the conference room. Posters shall be dismounted by the end of the event; those that have not been removed will be disposed of.

European Space Agency

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