



ORAL PRESENTATION GUIDELINES

The 15th IFEA World Endodontic Congress Organising Committee welcomes your contribution to the 2026 Congress.

In order to ensure your presentation runs smoothly, a number of services and facilities will be provided for you. Please take the time to **read these guidelines ahead of time** to ensure your presentation is successful.

Registration Details

Prior to the Congress

All presenters are required to register and pay for the Congress. If you have not done so already, please visit the [Congress website](#) and complete the registration form.

Onsite at the Congress

Please visit the registration desk when you first arrive at the Congress and collect your name badge. From there you will be directed to the Speaker's Preparation Area on level 3 to check in with the technicians.

If you have any queries regarding the program or your presentation, please visit the registration desk located at the ground floor of the International Convention Centre, Sydney. The desk will operate during the following times:

Thursday 27 August 2026 0800 - 1800
Friday 28 August 2026 0745 - 1730
Saturday 29 August 2026 0800 - 1730
Sunday 30 August 2026 0800 - 1600

Preparing PowerPoint Presentations

All PowerPoint presentations are highly recommended to be uploaded to the online portal by **Thursday 20 August 2026**.

Note that only the submitting author will be able to submit the PowerPoint Presentation for the abstract.

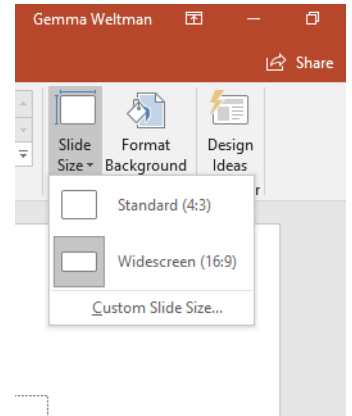
Alternatively, speakers are required to bring their presentation on a USB to the Congress and to visit the Speaker's Preparation Area **at least 2 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested with time to make any necessary changes.



Presentations must be completed in Microsoft PowerPoint. Should your presentation be a Keynote slideshow (Mac) it is imperative that this be converted to a PowerPoint file prior to arrival at the Congress.

Note that the projector screens at the venue will be in 16:9 format. If you would like to adjust the slides prior to completing your presentation from 4:3 to 16:9 to avoid the black edges, then please follow these steps:

1. In PowerPoint or Office 365 choose the "design tab" then click on the "slide size" button.
2. In the drop down box, select "Widescreen (16:9)".



You will be briefed on how to use the equipment when you meet with the audio-visual technicians.

If you upload your presentation via Dropbox, you are still required to visit the speaker preparation room to check your presentation and receive further information as applicable.

Uploading your PowerPoint Presentation

All speakers will be required to upload their slides via Dropbox before **Thursday 20 August 2026**.

Please upload your PowerPoint file using the following naming convention:
PresentationDate_PresentationTime_LastName_PresentationName ie:
22_02_25_1100_Smith_JohnsAmazingPresentation

DropBox Link: <https://www.dropbox.com/request/o0hx1cbrtk7vfbq6hvcz>

Please refer to the program if you are unsure when you are presenting. We only accept PowerPoint presentations files for this conference if you have other requirements, please contact the conference organisers who will be able to assist you. Please ensure no special fonts, password-protected presentations, or external content. Please embed all video and audio content - this is done automatically in all recent versions of PowerPoint.

If you miss the deadline, you will be able to upload your content onsite using a USB and visit the speaker preparation room **at least 2 hours prior** to their allocated presentation time. This is to ensure your presentation is uploaded and tested with time to make any necessary changes.

Font Selection

We encourage you to use standard fonts for your presentation. Unsupported fonts can affect how your presentation is displayed in the room and may be harder for attendees to read.

The recommended fonts are Arial and Times New Roman. Please note that certain fonts may not be supported onsite.



Speaker's Preparation Area

The Speaker's Preparation Area is located on level 3 of the International Convention Centre.

The Speaker Preparation area will be open during the following times:

Thursday 27 August 2026 1500 - 1800

Friday 28 August 2026 0800 - 1700

Saturday 29 August 2026 0800 - 1700

Sunday 30 August 2026 0800 - 1420

Please note, these times are estimates and are subject to change closer to the Congress.

At the Speaker's Preparation area, you will be able to prepare for your presentation and make final changes to your presentation on the available computer stations.

All oral speakers are asked to load/check their presentation **at least 2 hours prior** to their session commencing to ensure the presentation is checked and tested.

Audio Visual Equipment

The following Audio-Visual equipment will be in every room at the Congress:

- Projection screen and data projector
- One presentation computer with Windows OS, Office and Adobe Reader
- Microphone attached to the lectern

All videos should be embedded into your presentation. If you require computer usage beyond your PowerPoint presentation, please consult the Speaker's Preparation technician.

Should you require additional equipment, it is essential that you contact the Congress Managers to discuss your requirements prior to the start of the Congress. We will try to accommodate requests, however this cannot be guaranteed.

A technician will be available to handle any problems that may arise.

Session Details - Check Ahead

Please visit the [Congress website](#) well ahead of time to confirm details of your session within the Congress Program. The Program is subject to change so please ensure you check the Congress App for the most up to date program.

Time Allocation



The session time allocated is 10 minutes. Please check the Congress Program to confirm your session time. Please ensure that you keep to your allotted time frame. Please note that to maintain synchrony among the concurrent sessions within the program it is important that your allocated presentation time is adhered to. Following the presentations, there will be a 10-minute Q&A with all presenters.

Your Chair will time your presentation and provide you with a warning at **2 minutes** remaining and **when time is up**. You may like to rehearse your presentation with your slides in advance to ensure your presentation fits within the allotted time.

Should one of the presenters in your session not be present, please keep to the program timing. The same policy applies if the session should finish earlier than expected. This will allow participants to move between sessions to attend other presentations at their scheduled times.

Session Venue - Arrive Early

Please assemble in your session room **at least 10 minutes prior** to the start of the session. This will allow time for your Chair to liaise with the speakers, explain the seating set up and arrangements for questions/discussion following the conclusion of your presentation.



Speaker Procedures

- Your presentation will be available via the laptop on the lectern. If you are not familiar with this equipment, visit your session room early or go to the Speaker's Preparation area for assistance well ahead of your presentation.
- Microphones will be on at all times. There is no need to switch them on.
- In the unlikely event of a technical problem, the technician present will attend to it. The problem will be fixed as quickly as possible. While this is being done you should continue with your presentation.

Session Room Set Up

There will be reserved seating for you at the front of the room for the duration of the session. You should be seated in the reserved seats from where you will be called to the lectern in sequence by the Chair. Delegates will be seated in theatre style.

Should you have any additional needs or accessibility requirements, please advise the team as soon as possible so that appropriate arrangements can be made.

Language

Please note that the official Congress language is English. **All presentations must be made in English.**

If you require further assistance, please contact the Congress Managers at:

Email: ifea2026sydney@arinexgroup.com **Phone:** +61 2 9265 0700

Thank you for your help in making the 15th IFEA World Endodontic Congress a success!