



MAIN TOPIC – ACUTE BLINDNESS

Instructions for Oral Presenters

24 – 27 September 2026 · Vienna, Austria

PowerPoint instructions

The session hall is equipped with standard PowerPoint presentation facilities.

Your presentation must be submitted to the **“Speakers Ready Corner”** at least 30 minutes before the beginning of your session. A technician is available in the session room to provide assistance when needed. Due to the online presentation system, all speakers are kindly requested to use the provided PC onsite. Please be present in the session room 15 minutes prior to the start of your session and follow the instructions from the Chairs and/or technician.

GENERAL INFORMATION

- Please use Microsoft PowerPoint (.pptx), or Adobe Acrobat Reader (.pdf) to guarantee they will open successfully on an on-site PC.
- We recommend you save your PowerPoint presentation using PPTX.
- Please note that we cannot guarantee the quality of Macintosh-based presentations — please check their Windows compatibility in advance (2 hours before your session starts).
- Please prepare your presentation in 16:9 format (screens are in 16:9 aspect).

PICTURES / VIDEOS

- JPG images are the preferred file format for inserted images. GIF, TIF or BMP formats will be accepted as well.
- Images inserted into PowerPoint are embedded into the presentations. Images at a dpi setting higher than 200 dpi are not necessary and will only increase the file size of your presentation. Try to avoid overloading your presentation with unnecessary images.
- If you have any videos in your presentation, please test it with the on-site PC several hours before your presentation. Generally, MPEG-1 and AVI formats work with no difficulties. Video inserted into MS PowerPoint 2010 and higher is embedded into the presentation.

OTHER INFORMATION

- During your lecture you can use a remote control for controlling your presentation.
- The lecture hall will be prepared with all presentation equipment — remote control, microphone, preview screen, ...





- Your own notebook will not be allowed for presentation unless exceptionally scheduled.
- All presentations will be deleted from all PCs used during the event.
- We kindly ask all speakers to keep to the time of their presentations.

How to submit your presentation, short CV and portrait photo online

- Visit the Meeting Platform: esvomeeting2026.org/page/home
- Log in using the same email address you used to register for the congress.
- We highly recommend uploading your presentation online in advance using the Meeting Platform.
- Please complete your personal page by adding a short CV (up to 1200 characters, including spaces) and a portrait photo.

Login to the Meeting Platform

- In the top right corner, select **Login**.
- Log in with your email and password.
- The first time you log in, you will be asked to enter your password, which will be sent to the email you used to register – you can then change your password on your personal page.

PERSONAL PAGE

- Manage your profile under the field with your name – “Personal page”.
- Please fill in your personal profile and upload your photo.
- On your personal page, you can find:

Personal Info

Networking

News, Notifications

Presentation upload

Certificates

UPLOADING A PRESENTATION TO THE PLATFORM

- Upload your presentation directly to the Meeting Platform.
- After logging in, visit the “Personal Page” found in the top right corner under your name.
- To upload a presentation, click on “Upload presentation”. Please upload your PowerPoint presentation here – in PPTX format.





- Select your presentation file from your computer and upload it. The size of the presentation must be no larger than 200 MB.
- Supported file types are PPTX, PDF and MP4 video (older versions of PowerPoint PPT are not supported). If saved in an older version, please re-save it in PPTX (possible with MS PowerPoint 2013 and above).
- To upload a PDF presentation, click on "Upload documents". The PDF version is for the Book of Proceedings – please upload only if you agree to its publication.
- Once your presentation is successfully uploaded, it will be ready to present. Always arrive at the hall early and check with the technical staff that your presentation is indeed uploaded.

In case of problems, contact technical support at barac-e@guarant.cz

How to submit your presentation on-site

HOW TO SAVE YOUR PRESENTATION

Please save your presentation on one of the following media:

- USB flash disk
- External portable HDD / SSD
- Save all files associated with your presentation (PowerPoint file, movie/video files, etc.) to one folder/location.
- If presenting more than one talk during the event, save each presentation to a different folder and name them clearly with the presentation code to avoid on-site misunderstandings.
- Always make a backup copy of your presentation on a different portable disc or medium than the original.

SUBMITTING ON-SITE

Please come to the Speakers Ready Corner at least 30 minutes before the beginning of your session with your USB stick/external portable HDD/SSD. In case your speech has been scheduled for the morning session, please come to the Session Room one day before the day of your presentation.

Speakers Ready Corner is located at the back of the Main Meeting Hall.





OPENING HOURS FOR SPEAKERS READY CORNER

Day	Time
Thursday, 24.09.2026	13:00 – 19:00
Friday, 25.09.2026	9:00 – 18:30
Saturday, 26.09.2026	9:00 – 16:30

