



PRESENTATION GUIDELINES

To ensure your presentation is successful and trouble-free, kindly follow the instructions given below.

1) KEYNOTE AND ORAL PRESENTATIONS

1.1) Duration

Chairpersons will be strict on timing. Speakers must ensure their presentation, including the Q&A period, does not exceed the time allocated in the Program:

- **KEYNOTE: 35 minutes**, followed by 10 minutes for Q&A (45 min. total)
- **ORAL: 15 minutes**, followed by 5 minutes for Q&A (20 min. total)

1.2) Inside the Auditorium

A laptop, projector, screen, microphone, and pointer will be provided and used for all presentations, to ensure consistency in technical quality and allow a quick and smooth transition between speakers. **It will not be possible for speakers to use their own laptop.**

1.3) Supported Formats

The presentation system supports *MS Office* and *Adobe PDF* software, suitable for *PowerPoint* type projection. Preferred slide aspect ratio is Widescreen (16:9).

1.4) Presentations Upload

Speakers should submit their file(s) by email to spi2026@polito.it at least **48 hours** before their scheduled session. Alternatively, files may be uploaded from a USB drive directly onto the auditorium laptop with assistance from the Staff Team, prior to the start of each day's first morning session.

1.5) Data Privacy

Unless authors explicitly authorize public sharing, all presentations and associated files left in the auditorium's laptop after the workshop ends will be permanently deleted and will not be provided to any third parties.



2) POSTER PRESENTATIONS

2.1) Poster Format

Posters must be in vertical (portrait) orientation. The maximum size allowed is 120 cm for height and 90 cm for width (A0 size, approximately).

2.2) Poster Exhibition

Presenters are expected to attend the Session and remain nearby their Posters. Poster boards will be numbered according to the Program, and each presenter must ensure their Poster is displayed on the correctly numbered board. Posters may be put on display from Monday morning onwards and should be removed at the end of the workshop. Suitable fixings (pushpins and tape) will be provided by the Secretariat and the on-site Staff Team.

2.3) Contingency Digital Backup

To ensure technical compatibility and provide a contingency for unforeseen logistical issues, authors are required to submit their final poster file (preferably a high-resolution PDF) by email to spi2026@polito.it by June 5.

2.4) Data Privacy

Unless authors explicitly authorize public sharing, any posters remaining on the boards after the workshop ends will be destroyed, and all digital backup files will be deleted. Neither physical nor digital copies will be provided to any third parties.

3) SPI 2026 LOGO AND BANNER

Authors are welcome to include in their presentations (Keynote, Oral, or Poster) the workshop's official logo and banner images, available for download at spi-workshop.org/workshop-files.

4) LANGUAGE

The workshop's official language is **English**.