



Presenter Checklist (for GlobeCoReS 2025)

Before the Conference

- Register and confirm attendance
- Check acceptance notification for your presentation format
- Download the official template (slides or poster)
- Prepare your material within time/size limits
- Save your file with the correct naming convention
- Upload slides/poster/video by **25 November 2025**

Oral Presenters

- 10 minutes presentation + 5 minutes Q&A
- Slides: PPTX/PDF, widescreen 16:9, ≤50 MB
- Bring backup copy on USB drive

Poster Presenters

- 1-page A0 poster (portrait) in official template
- Optional: Upload PDF for conference book (by deadline)
- Prepare 3-minute silent poster video (MP4 ≤150 MB)
- Be present during assigned poster session for Q&A

Virtual Presenters

- Stable internet connection & quiet environment
- Join virtual room at least 15 minutes early
- Test microphone, camera, and screen share
- Pre-recorded video (≤10 minutes, MP4 ≤300 MB) uploaded by deadline

On the Day

- Arrive early (physical presenters) / Log in early (virtual)
- Test your presentation in the session room/platform
- Stay within your allocated time
- Be available for Q&A

💡 *Tip: Rehearse at least twice to check timing, clarity, and flow.*