

Presenter Checklist

Key information

- All EAA 2026 sessions are planned as hybrid, allowing both onsite and online participation.
- Online participation will take place via Zoom and the EAA 2026 Conference Mobile App, which will provide access to Zoom links for individual sessions.
- All sessions will be live-streamed through the conference mobile app.
- The EAA and local organisers will provide the necessary technical equipment and internet connection at the conference venue.
- Participants attending online are responsible for ensuring that they have suitable equipment, software, and a stable internet connection from their location.
- Student volunteers will be available onsite to assist with technical setup, live streaming, and general session support. Dedicated IT support will also be available throughout the conference.
- For online participants, virtual test rooms will be available throughout the week of the conference. Volunteers will be on hand to assist participants in testing their connection, audio, video, and presentation materials before their session.
- Please note that sessions and presentations will be recorded unless the session organisers or presenter(s) have requested otherwise.

A few weeks before the conference

1. You should be contacted by the organisers of your session to confirm the session plan and clarify the flow.
2. If you are going to attend online, please share this information with the session organisers. We also recommend you prepare **a pre-recorded video of your presentation** and send it to the session organisers. This can be used as a backup in the event of unexpected technical difficulties during the live session.
3. PowerPoint presentations/slides do not need to be submitted to the EAA in advance. However, individual session organisers may request presentations from contributors before the conference. If this applies to your session, your session organiser should contact you directly with the relevant instructions.
4. Posters are presented in digital format and displayed in the conference mobile app and on digital boards onsite. E-posters file need to be uploaded via <https://submissions.e-a-a.org/ea2026> by 7 July.
5. Poster presenters are not officially allocated presentation slots within the programme. However, session organisers should acknowledge and briefly introduce the posters associated with their session.
6. Where time permits, and with the agreement of both the session organisers and poster authors, posters may be briefly presented during available discussion slots or other vacant time slots.

A few days before the conference

1. Prepare and rehearse your PowerPoint presentation.
2. If you are presenting online, test your internet connection and device (especially microphone, camera, etc.) to ensure they are working correctly. Use one of the virtual test rooms to test connection, audio, video, and presentation materials. Test rooms will be available in the week of the conference, from 24 August. Make sure you have pre-recorded your presentation¹ (PowerPoint + voiceover) and sent the video to the organisers of your session.
3. Reach out to EAA Secretariat at helpdesk@e-a-a.org if you have any technical concerns or questions.

15 to 30 minutes before the session starts

Onsite

1. Arrive at the session room and introduce yourself to the session organisers and student volunteer assigned to the session.
2. Upload your PowerPoint presentations onto the room main computer.

Online

1. Log in to the website version of the EAA 2026 conference mobile app through a laptop / desktop computer.
2. Go to 'Scientific Programme' and find your session.
3. Join the session by clicking on the 'Join Zoom meeting'.
4. A new window will pop-up where you can choose to:
 - a. Join the Zoom meeting through the Zoom app with your personal account.
 - b. Join through the browser (if you don't have the Zoom app / a Zoom account).
5. Wait a moment to be admitted by the meeting "host" (student volunteer assigned to the session).
6. Once in the Zoom room, introduce yourself to the session organisers and student volunteer, identifying yourself as a presenter, and ask to be made a Zoom "co-host."
7. Make sure you can be seen and heard in the Zoom meeting room.
8. If any issues arise, please coordinate with the session organisers / volunteer and consult our *Troubleshooting Guide*.

During the presentation

General



1. Keep track of presentation time and make sure to not exceed the 15-minute time limit.
2. Follow the instructions of the session organisers and volunteer.
3. During presentations, participants should not:

- a. Interrupt speakers through shouting, chanting, or other disruptive behaviour.
- b. Continue speaking or protesting after being asked to stop.
- c. Display banners or distribute materials without prior agreement.
- d. Direct personal remarks at speakers rather than engaging with their ideas.
- e. Engage in behaviour that disrupts the session or makes others feel uncomfortable or unsafe.

These expectations apply equally to in-person and online participation.

Sharing your slides

The instructions below are primarily for online participants. Onsite presenters will be assisted by a student volunteer.

1. Share your PowerPoint presentation by following these steps:
2. Open your PowerPoint presentation.
3. Choose the "Slide Show" mode in the right-hand bottom corner ( icon).
4. Go back to Zoom and click on the "Share Screen" button () at the bottom of the
5. screen.
6. A window will pop up showing your entire screen (everything on your desktop) and specific windows (like a PowerPoint, Word document, or browser tab).
7. Click the window you want to share.
8. Press the blue "Share" button at the bottom of the window.
9. Everyone (onsite and online participants) should now see what you are sharing.
10. Stop sharing when you are done.
11. If you are having technical difficulties and are unable to present, session organisers can play your pre-recorded presentation video.