



How to upload your presentation on-site

How to bring your presentation to the conference

- Please prepare your presentation on a portable memory device with a USB connector (USB flash drive).
- Save all files related to the presentation in one folder (PowerPoint, video files, etc.).
- If you are giving multiple presentations during the congress, save them in separate folders and name them to avoid any confusion during uploading (e.g., indicate the session name). We recommend using the labeling and numbering from the final program.
- Always make a backup of your presentation on a second medium, external drive, or cloud storage (Google Drive), email.

Where to submit your presentation at the conference

- If you fail to send your presentation in advance, a **“Speakers ready room”** will be established at the venue, where you can upload, edit, or check your presentation.
- Please come to the **“SPEAKER READY ROOM”** at least **2 hours before** your session starts to upload your work and avoid time complications in case of any issues. Please note that uploading directly in the hall during the break before your session is not possible; you will always need to go to the **“SPEAKER READY ROOM”**.
- If your presentation includes video, please come to the speaker ready room earlier, so we can test if the video format is compatible with our software and if the video was uploaded correctly.
- **“SPEAKER READY ROOM” Opening Hours:**
 - Monday, May 25, 2026 07.30–18.00
 - Tuesday, May 26, 2026 07.30–16.30
- The **“SPEAKER READY ROOM”** will be located in the **Quadrant** hall, located opposite the Zenit lecture hall.
- Our technicians will be available in the preparation room to help you with any issues. After uploading the presentation to the system, we will ask you to carefully check the presentation time and prepare for it at the beginning of the session where you will deliver your presentation.

If you have any questions, please do not hesitate to contact us at ps2026.abs@aimgroup.eu or directly our IT specialist Patrik at p.skobis@aimgroup.eu.