

Quick Guideline

What you need to prepare and provide in advance of the conference

Slide presentation	as PowerPoint (*.pptx) or PDF (*.pdf) file, ratio 16:9, landscape layout
Submission Deadline	72 h before your session starts (*.pptx-file or *.pdf-file)
Submission Link	https://www.eventclass.it/ppps2025/
Registration	The registration for the conference is mandatory
Where	The presentation schedule can change and we kindly ask you to double check the room, session, and the time slot your talk is supposed to be held in the Online-Program
Be on time	Presenting authors are expected to be present at their session the entire time. Please join the session room at least 10 minutes before your session starts.
Upload available from	May 26, 2025

Please read through our detailed instructions before creating the presentation.

1.1 Preparation of your presentation

Slides presentation

Please prepare your talk as PowerPoint or as PDF slides. The presentations must be in English. Your presentation should be prepared in 16:9 aspect ratio and it should not exceed the size of 200 MB. PowerPoint provides built-in tools to convert your PowerPoint file into a PDF.

Your slide presentation should meet the following criteria:

Format	as PowerPoint (*.pptx) or PDF (*.pdf) file, ratio 16:9, landscape layout
Size	maximum 200 MB
File format	*.pptx or *.pdf

1.2 Submission of your presentation (slides)

The deadline for the upload of your digital presentations is 72 hours before the start of your session.

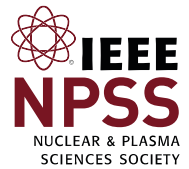
Please submit your presentation electronically.

Please log in to the Conference System with the login used when submitting your contribution at [Link to Conference System](#). The upload will be **activated on May 26, 2025**.

After you have logged in, the "Upload" link in the menu bar will take you to the upload form of your contribution. The upload process is self-explanatory. If you want to change a previously uploaded file, please repeat the upload with an updated file version. The newer file replaces the existing

Instructions for On-Site Oral Presenter

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version. If the upload fails for any reason, please send us your file(s) via WeTransfer (<https://wetransfer.com/>). In doing so, address/send your transfer to abstract@eventclass.org and leave a note in the comments field with your name, email address and title of your contribution so that we can match your presentation(s).

In very special cases (ONLY), you may upload your presentation(s) on-site (Computer Room) but no later than 24 hours before the beginning of your session. Please bring a copy of your slides on an USB stick to Berlin. Just in case something goes wrong with the upload.

1.3 Presenting your talk on-site

Be on time. Presenting authors are expected to be present at their session the entire time. Please join the session room **at least 10 min before** your session starts

Each contributed oral talk (with the exception of plenary/ invited talks) is allocated **15 minutes: 12 minutes of presentation time followed by 3 minutes of questions & answers**. Invited talk has a duration of 30 minutes including 5 minutes of discussion. Please prepare your presentation accordingly to strictly adhere to these time limits.

Each session room will be set up with a projector, a microphone, and a laser pointer. A presentation laptop will be provided in the session room – no personal laptops will be permitted. The files **must be uploaded by the time listed above**; no other means can be used. If you have any problems, please contact our staff in well in advance.

1.4 Additional Information and Contact

The full program is available on the conference web site at <http://www.eventclass.it/ppps2025/online-program>.

Additional information on Registration, and Special Events is also available at the conference website: <https://www.ppps2025.kit.edu/>

If you have any further questions, please feel free to contact us by e-mail info@ppps2025.kit.edu

We look forward to seeing you at the conference!

Sincerely,
PPPS 2025 Conference Committee