

Guidelines and Instructions for Oral Presenters

Terms and Conditions:

- Presenters agree to abide by policies for Abstract Changes, Corrections and Withdrawal*.
- All presentations are in English.
- Abstracts accepted for presentation are made available publicly with launching the full conference program prior to the conference.
- **Any author presenting at ICT 2026 must be a registered participant of the Conference and be present in Houston.** If unforeseen circumstances dictate withdrawal, the presenter should submit a request to substitute another speaker from the authors on the abstract by contacting abstracts@ict2026houston.com
- Using removable media (USB drives) is prohibited on the computers in oral session rooms. Saving data to and from them is not possible.
- Files transferred to the session computers cannot be copied by anyone and will be deleted after the Conference. Anyone wishing to receive a copy of the slides should contact the presenter, not ICT 2026.

Presenters are **required to submit an electronic version** (USB preferred) of their talk **at least three hours prior** to their presentation to the **Speaker Ready Room (Magnolia Room, Level 3)** at the Hyatt Regency Downtown Houston. Files are reviewed, scanned for viruses and loaded onto the appropriate computers in the session rooms. Personal laptops are not permitted for use in the session rooms.

Speaker Ready Room – Magnolia Room,
Level 3

Presentation Upload | Program
Changes/Withdrawals

Hours of Operation

Sunday, May 17	11:00 a.m. – 8:30 p.m.
Monday, May 18	7:30 a.m. – 7:00 p.m.
Tuesday, May 19	7:30 a.m. – 7:00 p.m.
Wednesday, May 20	7:30 a.m. – 1:00 p.m.
Thursday, May 21	7:30 a.m. – 5:00 p.m.

Oral Presentation Guidelines

- Presentations must be submitted to the Speaker Ready Room in Microsoft Power Point 2019 and 2021 / PowerPoint 365 or PDF format. Acceptable media: USB flash drive. Macintosh computers will not be available in any of the session rooms. Authors using a Macintosh must ensure their presentations operate correctly using Microsoft Office 2018/2019/365 or Adobe Acrobat in the Windows environment.
- Presentations should be prepared in **16:9 format**.
- All session rooms are equipped with a LCD projector, computer, microphones, laser pointer, timer and screen. The laptops in the oral session rooms are **not** equipped to accommodate audio sound.
- Review your presentation schedule (date, time and room) in the program in advance.
- Arrive at least 10 minutes before the session and introduce yourself to the session chair.
- There will be no rearrangement of presentations within an oral session to accommodate absences or cancellations. The time assigned to an oral presentation within the oral session is fixed.

Presentation times:

- **Plenary** presentations are **35 minutes**; arrange your talk so that your presentation lasts 30 minutes with 5 minutes available for questions.
- **Invited** presentations are **25 minutes**: arrange your talk so that your presentation lasts 20 minutes with 5 minutes available for questions.
- **Contributed** oral presentations are **15 minutes**: arrange your talk so that your presentation lasts 12 – 13 minutes with 2 – 3 minutes available for questions.
- **Invited Sponsor Presentations** are **15 minutes**: arrange your talk so that your presentation lasts 12 – 13 minutes with 2 -3 minutes available for questions.

Guidelines and Instructions for Poster Presenters

NOTE: POSTER PRIZES will be awarded for the top presentations. Judges will base decisions on Clarity (20), Scientific Merit (30), Innovation (20), Presentation/Visuals (15), and Q&A/Engagement (15). Awards will be presented on Wednesday, May 20, during the conference banquet at Space Center Houston.

Terms and Conditions:

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- All presentations must be in English.
- Abstracts accepted for presentation are made available publicly with launching the full conference program prior to the conference.
- Only material that corresponds to the listing in the published program may be submitted for presentation. Poster Presentation management staff will check for discrepancies.

- Any author presenting at ICT 2026 must be a registered participant of the Conference and be present in Houston.
- At least one of the poster's authors must be present at their poster board during the assigned session time.
- Presenters are responsible for printing their posters and bringing them to the Hyatt Recency.
- Present a brief overview of your work for attendees, engage in discussions and answer questions.
- All poster presentations are eligible for consideration for the ICT Poster Awards.

Poster Preparation Instructions (Market Place, *Lower Level*)

- Each double-sided standing board is 4' (121.92 cm) by 8' (243.84 cm). Each side accommodates one poster.
- Your unique number will be affixed in the top corner of your poster space.
- Poster presenters may like to attach a folder or envelope to the board containing their abstract, 8.5" x 14" prints of the poster, their business cards or other information they wish to provide. Legal size folders will be provided for those who wish to affix them to their boards.
- Format and size: Posters should be prepared in a landscape (horizontal) orientation.
- Poster boards are numbered according to presentation slots as listed in the program. Check to be sure your poster is mounted on the correct board.
- Several tables will be in the preparation area for use by presenters during set up.

Presentation Content and Design

- **Title, Authors, Content:** All posters should display the same title, authors, and subject matter as in the accepted abstract and published in the conference program. See Instructions for Oral Presentations for any changes prior to the conference.
- **Structure:** Follow the standard scientific presentation format, which includes an introduction, methodology, results, and conclusions. The title, authors, and affiliations should be placed prominently at the top.
- **Focus:** Focus on the key aspects of your research and its main message.
- **Clarity and legibility:** The poster must be easy to read from a distance of at least 1.5 to 2 meters. This requires careful consideration of text size, font, and layout.
 - **Text:** Use short, bulleted points rather than long blocks of text.
 - **Font:** Simple, sans-serif fonts are often easiest to read. The title, headings, and body text should use proportionally large font sizes.
- **Visuals:** Incorporate high-quality, clear visuals like graphs, charts, and diagrams to convey information effectively.
 - Ensure all visuals are easy to comprehend and directly relate to your findings.
 - Use color strategically for emphasis and contrast.
- **Proofreading:** Always proofread your poster carefully for spelling and grammar errors.

Copying Services

The Hyatt currently has no copy services on premise. There is a FedEx Office location at 801 Louisiana St, Suite 101, which is just a short walk (roughly four blocks) from the hotel. <https://local.fedex.com/en-us/tx/houston/office-1266>. For your convenience, please bring your poster with you.

Poster Set-Up and Removal Information

Presenters should sign in at the Poster Registration/Help Desk in the Marketplace (Lower Level).

Monday, May 17 for Monday Poster Session 1	Set-Up: during posted lunch/break times; 1:30 p.m. – 5:00 p.m. Removal: 7:15 p.m. – 9:00 p.m. after session ends
Tuesday, May 18 for Tuesday Poster Session 2	Set-Up: during posted Tuesday lunch/break times; 12:00 p.m. until 5:00 p.m. Removal: 7:15 – 9:00 p.m. after session ends

*IMPORTANT NOTES:

Abstract Changes, Corrections, and Withdrawal

- Changes to the presenting author will not be allowed after the program goes live on the website.
- Abstract changes were allowed in the indico system until the extended cut-off date of **February 15**.
- After the cut-off date, abstract **content changes** to your accepted entry in the program, i.e., modification of title or body, must be submitted to abstracts@ict2026houston.com and **approved** by the Program Chairs. Please include your unique Abstract Number, and CHANGES in the subject line of your email.
- **Changes to the presenting author can only be requested by the abstract submitter** (in most cases, the corresponding author).
- If you need to **withdraw your abstract**, please contact abstracts@ict2026houston.com via email. Please include the reason for withdrawing and provide your unique Abstract Number and WITHDRAWAL in the e-mail subject line.

Modifications to Technical Program & Agenda

The ICT 2026 Conference Organizers & Program Committee will need to make changes to the program due to the fluctuating visa situation. We urge you to check the schedule before and during the conference for last minute changes. Change Sheets will be posted daily at the registration counters.