International Symposium on Advanced Technologies and Management for Sustainable Greenhouse Systems

GreenSys2025

22-27 JUNE 2025
UNIVERSITY OF ALMERÍA
ALMERIA-SPAIN

ISHS
UNIVERSIDAD DE ALMERÍA

General Oral Presentation Guidelines

During the symposium 43 oral sessions will be held. Presentation time includes **12 minutes** for presentation and **3 minutes** for questions and answers. The presenters who have applied for the **ISHS Young Minds Awards** will be reviewed by the Scientific Committee during their presentation to determine the winner

The session room will be equipped with a computer running **Windows** latest version (not Mac) connected to the room projector and podiums will be equipped with a monitor, microphone, mouse and smart pointer.

Oral speakers are required to submit presentation files to the **Preview Desk**, located at the *Paraninfo* **Hall**. For organisational purposes, we invite you to visit the Preview Desk at least **2 hours before** the starting time of your session. Please bring your files on a USB memory stick to the preview desk. Presenters are requested to check and validate their presentation files to ensure they work correctly in our system before the beginning of your session. An assistant of the organisation committee will support the speakers with uploading and verifying their presentations. To allow each speaker enough time to check their presentation, only minor modifications are allowed to be made on the computers in the Preview Desk.

Preview Desk opening hours:

- Monday 23 June to Wednesday 25 June: 8:00 – 10:00 h & 15:00 – 19:00 h.
- Thursday 26: 8:00 – 11:00 h.

Presentation format

Please prepare your presentation file **Microsoft Office PowerPoint**. Use standard fonts such as Arial, Times New Roman, etc. Templates and samples of presentations are available on the conference website (https://www2.ual.es/greensys2025/Presentations.html).

The projection format will be 16:9, please use this format when creating your slides PowerPoint 2019 and previous versions are accepted:

▪ Save your file with a **.pptx** extension for a better compatibility, starting the name of the file with the identification of your presentation in the symposium program (**OSn.m**) followed of the name of the presenting authors of your presentation, for example "**OS14-01 - Molina-Aiz**". The assigned number in the symposium program (OSn.m) will be included in the first page of your presentation. The first part of this number (n) indicates the session order and the second part (m) the order number of your presentation on that session.

▪ Media elements: Use the 'Insert' function to integrate media elements, such as **images** and **video**.

▪ Try to limit the size of your videos and sound to **1GB** and use formats such as .mp4 and .wmv if possible.

▪ If your video files come from a singular equipment, make sure you do not need a special proprietary software to play it on another PC.

▪ You should bring a copy of your presentation, including a copy of your video file(s), on a USB flash drive or an external hard drive in the Preview Desk.

▪ **There is no option to load your presentation in the meeting room using a USB drive, or to connect a laptop. All presentations will be run from the PC provided in the meeting room.**

If you have any questions in the meantime, please contact us at greensys2025@ual.es.