

Speaker Guidelines

1. Presentation Location

2nd Global Summit on Artificial Intelligence, Robotics & Machine Learning will be held at Hampton By Hilton Rome North Fiano Romano, Rome, Italy from October 26-28, 2026.

2. Preparation

Presentation Submission: Submit your final presentation slides by October 26, 2026. Accepted formats include PowerPoint, PDF, and Keynote.

Biography and Photo: Provide a brief biography (100-150 words) and a high-resolution photo for the conference program and website before your registration.

Content Relevance: Ensure your presentation is relevant to the conference theme and audience. Avoid overly commercial content.

3. Technical Requirements

Equipment Provided: The conference will provide a laptop, projector, microphone, and clicker. If you need additional equipment, notify the organizing committee before-hand.

Compatibility Check: If you are using your device, ensure it is compatible with the provided equipment. Bring the necessary adapters.

Backup: Bring a backup of your presentation on a USB drive and consider having a cloud backup (e.g., Google Drive, Dropbox).

4. On-Site Logistics

Arrival: Arrive at the venue at least one hour before your session starts. Check in with the session chair or technical support team.

Green Room: A green room will be available for last-minute preparations. You can meet with session chairs and other speakers here.

Technical Check: Test your presentation with the provided equipment before your session starts to ensure everything works smoothly.

5. During Your Presentation

- **Time Management:** Adhere strictly to your allotted time slot. This includes time for Q&A if applicable. Practice beforehand to ensure you stay within limits.
 - Keynote: 30 Minutes
 - Standard Presentation: 25 Minutes
 - Lightning Talk: 15 Minutes
- **Engagement:** Engage with the audience. Use visuals, storytelling, and interactive elements where appropriate.



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- Questions: Leave time for questions if your format allows. Repeat questions from the audience to ensure everyone hears them before answering.

6. Code of Conduct

Professionalism: Maintain professionalism at all times. Respect the audience and other speakers.

Content: Avoid offensive or inappropriate content. Ensure your material is inclusive and respectful of all audience members.

Conduct: Follow the conference's code of conduct. Harassment, discrimination, or inappropriate behavior will not be tolerated.

7. After Your Presentation

Availability: Be available for follow-up questions and networking during breaks or designated networking sessions.

Feedback: Collect feedback from attendees and the organizing committee to improve future presentations.

Materials: Share your slides with the conference organizers for distribution to attendees if applicable.

8. Miscellaneous

Promotional Material: Distribute only relevant materials. Avoid placing marketing brochures or promotional items in unauthorized areas.

Social media: Use the official conference hashtag #mindspace to share updates and engage with the conference community online.

9. Emergency Procedures

Emergency Contacts: Familiarize yourself with emergency procedures and contacts provided in the conference handbook.

Health and Safety: Follow all health and safety guidelines, including COVID-19 protocols if applicable.

For any questions or additional assistance, please contact the organizing committee at contact@mindspaceconferences.com. We look forward to your participation and contribution to the 2nd Global Summit on Artificial Intelligence, Robotics & Machine Learning.

