

Speaker Guidelines

1. Preparation

- *Presentation Submission:* Submit your final presentation slides by June 30, 2026. Accepted formats include PowerPoint and PDF.
- *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.

2. Technical Requirements

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

3. 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.

4. 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.
- *Questions:* Leave time for questions if your format allows. Repeat questions from the audience to ensure everyone hears them before answering.



5. 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.

6. 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.

7. 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.

8. 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 International Conference on Traditional & Alternative Medicine.

