

ICAR 2026 Speaker Guidelines and Information

Please review the following information carefully as you prepare for your ICAR 2026 presentation. The program may change, so please check the latest agenda regularly:

<https://ataxiacongress.org/program/>.

1. Presentation Format and Timing

- Plenary session invited speakers: 30 minutes total, including a 24-minute talk and 6 minutes for questions.
- Oral presentations selected from abstracts: 18 minutes total, including a 12-minute talk and 6 minutes for questions.
- Workshop speakers should confirm timing and format directly with the workshop organizers.
- Please keep to your allotted time. The session chair will alert you if you are running over, and a timer will be visible during your presentation.

2. Slide Design and Content

- There is no required slide template.
- Set your presentation slide size to 16:9 widescreen. Slides in 4:3 format will display with black bars on both sides.
- Use large, legible text and clear visuals that will be readable from the back of the room.
- If disclosure slides are required, include them in your presentation. All speakers must disclose any actual or potential conflicts of interest as appropriate.
- Patient confidentiality must be protected. Remove identifying text from images, use graphical overlays when needed, and do not include names or fully exposed faces unless express informed consent has been obtained.
- Clearly mark any confidential information and treat it accordingly.

3. Uploading Your Slides

Instructions for uploading slides in advance will be provided at a later date.

4. Before Your Session

- All speakers must check in at the AV desk and test their presentations at least 30 minutes before the start of the session.
- Please confirm that all fonts display correctly and that audio or video clips play properly.
- If your PowerPoint presentation contains audio or video files, test them as early as possible. If a video file does not display properly, it may take additional time to fix.
- There are no video ports or other podium connections for a speaker laptop or personal device. Do not plan to use your own device for your presentation.
- The preview monitor will show the same image that is projected to the audience. Presenter View and speaker notes will not be available.

5. Room Setup and Technology

- You will present from a lectern with a podium microphone.
- You will control your presentation with a presentation remote and laser pointer.
- All meeting room screens will use a 16:9 widescreen format.
- A timer will be visible during your presentation to keep you on time

6. Filming, Live Streaming, and Recording

All presentations in the main plenary room will be live streamed and recorded. Recordings may be made available upon request to registered ICAR attendees for rewatching. If you do not consent to being filmed or recorded, please contact icar@curefa.org as soon as possible.