

Oral Presentation Guidelines:

For scientific paper sessions, each oral presentation will have a total of 15 minutes (12 minutes presentation and 3 minutes Q&A). The session facilitator will manage the session and hold to the strict timeline.

It is our recommendation that you use the attached ICHI Slide Deck Template for consistency and professionalism.

Presentation Format Requirements:

- File format: Powerpoint (.ppt or .pptx)
- File name: Session ID_paper ID_Last Name.ppt
 - For other session types, use these acronyms:
 - Young Scholar: YS
 - Doctoral Consortium: DC
 - Data Challenge: DataC
 - Workshop (use abbreviation): AIRD, cNLP4QoL, DPDAHS, HDT, HI-EDU, Trust-AI
- Slide Size: 16:9 widescreen

Cover slide must include:

- Full Presentation Title
- All Authors and their Affiliations
- Presenter's Name
- Date and Location: (Minneapolis, MN)

Final Draft Slides are due Friday, May 22, 2026. *We will not accept changes after the final draft slide submission so please plan accordingly to meet this deadline.* The slides will be pre-loaded onto the session's computer; it will not be permitted to use your own computer or storage device. To submit your final slides, please submit via [this form](#).

On the day of your presentation, please arrive in your scheduled meeting room 10 minutes before your presentation. Introduce yourself to the session chair. Familiarize yourself with the room set-up, audiovisual equipment, and speaker area. Ensure that you speak into the microphone when presenting so everyone can hear you. Don't forget to bring water!