

Young Scholar Program Oral and Lightning Presentation Guidelines.

For the Outstanding Young Scholar Award, each oral presentation will have a total of 10 minutes (8 minutes presentation and 2 minute Q&A). For Rising Stars, each lightning presentation will have a total of 5 minutes (4 minutes presentation and 1 minute 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!

Young Scholar Program Poster Session Guidelines

Formatting & Presentation

- The maximum dimensions of the poster are 36 inches in width and 42 inches in height. Presenters can choose the size of their posters to be smaller/shorter, as long as they do not exceed 36 inches in width due to space limitations of the poster sessions.
- Use simple, sans serif fonts (e.g., Arial, Calibri, Helvetica) for different parts of the poster:
 - poster title: 80-150 pts (bold recommended)
 - author name(s): 54-60 pts
 - headings: 36-40 pts
 - body text: 24-32 pts
 - figure captions: 18 pts
- Each presenter is responsible for printing their poster, setting up their poster and taking it down if you wish to keep it, as outlined below.
- Presenters must be at their designated spaces during poster viewing times (June 2nd 9:45am - 10:15am) to share their research and answer questions.

Poster set-up and tear down

- Set up time is 7:30am-8:15am
- All posters should be on display by 8:15am on Tuesday, June 2. Posters can be set up as early as 7:30am on Tuesday, June 2.
- Each poster will be assigned a number and will be displayed in the position location for the assigned number. Assignments will be listed at the conference registration table on Tuesday, June 2.
- Set up your poster only in your assigned space. A staff person will be on hand to help you locate this.
- Mounting supplies (pushpins) will be provided.
- Do not cover the numbers when hanging your poster.
- Posters should be taken down after 12:45pm on Tuesday, June 2nd. Posters will be disposed of if not removed by Tuesday at 12:45pm.