



Oral Presenter Guidelines – Graphene Week 2025

Congrats for being selected as an oral presenter at Graphene Week 2025. These guidelines outline important information to help you prepare for a successful presentation and experience at the conference.

1. Registration

All presenters must be registered to attend the conference. The deadline to complete your registration is 15 August 2025. If you have not yet registered, please contact the organizing team at grapheneweek@mkon.se. Unregistered presenters will be removed from the programme.

2. Presentation Format & Upload

- Standard oral presentation: 12 minutes + 3 minutes Q&A
- Slide format: 16:9 (widescreen)
- All graphics, videos, and audio (if any) must be included within PowerPoint file
- Save your presentation file using this format: PresentationDate_FirstLastName

You can upload your file in advance via the conference link or bring it on a USB stick to the Media Desk.

3. Media Desk & Technical Support

Provided equipment includes: LCD projector, PC, podium or lapel microphone, and laser pointer.

4. On the Day of Your Presentation

Arrive at your session room early and introduce yourself to the Session Chair no later than one hour before your scheduled presentation. This allows time for coordination and technical checks.

5. Code of Conduct & Policies

All presenters are expected to uphold a professional, respectful, and inclusive environment. Please:

- Be considerate and collaborative
- Avoid any discriminatory or harassing behavior
- Report any concerns to the organizing team

Note: Photos, videos, and presentation content may not be shared without written permission from the organizer. By participating, you agree that your likeness may be recorded and used in media related to the event.



6. Additional Information & Support

- Conference Venue: Via dell'Oreficeria 16, Vicenza, Italy 36100
- Badge Collection: Identification badges are required for entry and must be worn at all times
- Support & Questions: For questions about your poster, registration, or changes in attendance, contact us at: grapheneweeek@mkon.se