Instructions for
Virtual Oral Presenter
2026 IEEE NSS MIC RTSD, Granada, Spain

Quick Guideline

What you need to prepare and provide in advance of the conference

Slide presentation	as PowerPoint (*. pptx) or PDF (*.pdf) file, ratio 16:9, landscape layout
Video presentation	12 min mp4 video file, ratio 16:9, full HD (1920px x 1080px) max. 1 GB
Submission Deadline	72 h before your session starts (*.pptx-file or pdf-file and *.mp4-file)
Submission Destination	https://www.eventclass.org/contxt_ieee2026/
Upload available from	October 26, 2026

Access your Live ZOOM Presentation Room

Registration	Registration to the conference is mandatory
Gateway	https://www.eventclass.org/contxt_ieee2026/
Where	Menu “My live presentation” and click on “enter room” of your session/presentation
Soft and Hardware requirements	Your virtual presentation will be held via zoom **(zoom.com)**. Ideally you have installed the zoom app on your device. The best browser to use is **Google Chrome** / **Edge Chromium** / **Firefox.** **Do not use VPN connections!** **Do not use Wireless LAN or mobile data while presenting.** **A wired LAN connection is highly recommended.**
Be on time	Please join the virtual session room at least 15 min before your session starts. All times are given at local Yokohama time.

We strongly recommend that you read through our detailed instructions before creating your virtual presentation.

Detailed Instructions and Information for Virtual Oral Presentation

1.1 General

Presentations for downloading as PDF file are available for registered participants only. Uploaded PowerPoint presentations will be converted into PDF format, thus, all multimedia parts, like animations, get lost. However, we record all sessions and add them later as session videos in the online program for a short period of time for viewing, during and after the event. Video presentations are protected from download, as well as from access via unknown domains and can only be accessed from the secured conference platform Slides can be downloaded from Monday, November 9, 2026 until early / mid of December 2026. The recorded videos of presentations are visible starting 24 hours after a session took place until early / mid of December 2026.

1.2 Preparation of your presentation

Slides presentation

Please prepare your talk as PowerPoint slides or as PDF slides. The presentations must be in English. Your PowerPoint/PDF presentation should be prepared in 16:9 aspect ratio and should not exceed a maximum size of 50 MB. PowerPoint provides on-board tools to convert your PowerPoint file into a PDF.

Your slide presentation should meet the following criteria:

Format	**as PowerPoint (*. pptx) or PDF (*.pdf) file, ratio 16:9, landscape layout**
Size	**maximum 50 MB**
File format	***.pptx or *.pdf**

Video presentation (mandatory for virtual oral presenters)

Since we are running a hybrid conference, all virtual oral presenters are asked to make use of electronic presentations and to provide a video presentation of their talk next to the slides.

Video presentation files are mandatory for all presenters who will give their talk virtually, due to the requirement that, if you are unable to present live, we can show your video. Please record your presentation as a video in advance of the event.

You should record your presentation with sound and, if possible, a picture-in-picture inset of you speaking. This is an excellent opportunity to make the presentation more personal and attractive for the participants. You may use virtual laser pointers or highlight text passages to draw attention to certain areas of your slide while you speak. Each video presentation must be **no longer than 12 min**. Please prepare your presentation accordingly to strictly adhere to these time limits. Presentations longer than this limit will be truncated.

Your produced video should meet the following criteria:

Resolution	**1920px x 1080px (Full HD, 1080p)**
Size	**maximum 1 GB**
File format	***.mp4**
Length/Time	**12 minutes (max.)**
Language	**English**

Video recording your presentation with PowerPoint (Windows)

PowerPoint already provides suitable tools for recording. You can find instructions on how to proceed with recording for different PowerPoint versions (Office 365, 2010, 2013 - 2021, macOS) at the following link:

Record a slide show with narration and slide timings

Once you have added an audio track to your presentation, export your presentation as an mp4 video file as described in the following link:

Turn your presentation into a video - When exporting, select the "Presentation quality" option 1920px x1080px (Full HD, 1080p)

Recording your presentation with Keynote (macOS)

If you use Keynote as a presentation tool, you can find instructions on how to record your presentation with Keynote (MacOS) at the following link:

Record Keynote presentations on Mac

Follow the link below to learn how to export your recorded Keynote presentation to a mp4 video file: Export as *.mp4 files under macOS

Alternative recording option

As an alternative to the PowerPoint built-in tools, you may use free add-on programs such as OBS (Open Broadcaster Software) to create your video presentation. These are very intuitive to use and also produce high quality presentation videos (Download Link OBS Software).

For this purpose, we recommend a video tutorial that explains how to perform a screen capture including webcam on your device with OBS.

1.3 Submission of your presentation (slides and video)

The deadline for the upload of your digital presentations is 72 hours before your session starts. Please submit your video presentation together with your slides electronically.

Please log in to the Conference System with the email and password used when submitting your contribution at https://www.eventclass.org/contxt_ieee2026/. The upload for poster and video presentations will be activated from October 26, 2026.

After you have logged in successfully, the "Upload" link in the menu bar will take you to the upload form of your contribution. The upload itself is self-explanatory. If you want to change an already uploaded file, please repeat the upload with a more recent file version. The newer file replaces the existing version. If the upload fails for whatever reason, please send us your file(s) via WeTransfer (https://wetransfer.com/). In doing so, address/send your transfer to abstract@eventclass.org and leave a note in the comments field with your name, email address and title of your contribution so that we can match your presentation(s).

1.4 Briefing and Training

We do not offer any speaker training for the virtual session rooms.

1.5 Technical requirements

Internet connection

A stable internet connection is required. The bandwidth should be at least 10 Mbps for download and 2 Mbps for upload. If possible, please use a wired internet connection (LAN). An internet connection via WLAN should be avoided.

Browser

We recommend the use of an up-to-date browser such as Edge Chromium, Firefox or Google Chrome. Please make sure that these are updated (available updates are installed). If none of the listed browsers are installed, we ask you to install one in advance. Please be aware that Safari will not work properly for this virtual conference. Please use one of below:

Download Link Firefox: https://www.mozilla.org/en/firefox/new/
Download link Edge Chromium https://www.microsoft.com/en-us/edge/
Download Link Google Chrome: https://www.google.com/chrome/

Equipment

Webcam: This should be functional as a separate optical video device, or integrated into the end device.
Microphone: The use of a headset connected to your device is strongly recommended. Alternatively, a solution consisting of microphone and loudspeakers integrated in your device can be used (not recommended).

Please check your devices in advance for image and sound quality and familiarize yourself with the operation of the equipment and devices.

ZOOM account (optional)

All live presentations will be processed via the ZOOM video platform. If you do not already have a ZOOM account, please register for a "free registration" on the website https://zoom.us. This will speed up the login process prior to the event.

1.6 On the day of your live presentation

Be on time. Please be at the session on time as you would be for the in-person conference.
Please keep in mind that all times are given at CET (Central European Time).

If you have registered for the conference, you will receive your access data to the virtual conference system by email a few days before the conference starts. After you have logged in successfully, please go to the menu “My live presentation” and click on “enter room” of your session/presentation.

All speakers who give their presentation virtually will be connected to their session via zoom (**zoom.com**). An experienced technician will welcome you and give you all necessary instructions. The virtual presentation will be livestreamed both on-site and for all other virtual registered participants from the conference platform.

As a virtual presenter, please make sure that you can make full use of our zoom.com meeting platform well ahead of time.

Your presentation will usually be announced by the session chair. When your session starts, your webcam and microphone should already be activated. This shows the session chair that you are present in the room and able to give your presentation. Otherwise, the session chair may decide to just play the pre-recorded video presentation.

The session chair or technician will bring you on stage at the appropriate time and you can start immediately with your presentation after his/her introduction. Don't forget to open your presentation on your device ahead of time and perhaps turn on a virtual laser pointer to save time. Please set up your presentation for single-window mode and **not in a full screen mode.** This will give you the opportunity to follow the Q&A tool or any other guidance available in the conference tool.

Best practice / checklist for your live presentation

- Webcam and microphone are switched on at your device
- Share your screen/window with your poster
- Please ensure a distraction-free environment during your presentation: put your phone on silent, close applications you do not need and your email inbox

1.7 Conference Records (Publishing)

This year the submitted abstracts will be published in IEEE Xplore and will serve as the Conference Record.

The prerequisite for publication of your contribution in the Conference Record is that you have given your presentation either on-site or virtually. Presentations that have not been given will be excluded from publication.

In addition, presenters are encouraged to submit the full papers to relevant IEEE journals such as Transactions on Nuclear Science (TNS), Transactions on Radiation and Plasma Medical Sciences (TRPMS), or Transactions on Medical Imaging (TMI). Since only abstracts will be copyrighted for the conference record, there will be fewer constraints on copyrighted materials for these subsequent full paper submissions to our journals (i.e., TNS, TRPMS, and TMI) and any other journals.

1.8 Additional Information and Contact

The full program is available on the conference web site at https://www.eventclass.org/contxt_ieee2026/online-program.

Additional information on Registration, Short Courses and Special Events is also available at the conference website: https://nssmic.ieee.org/2026/

You may find more information on the conference website or in the conference system under documents!

If you have any further recommendations or questions, please feel free to contact us nssmicrtsd2026@ieee.org

We look forward to seeing you at our hybrid NSS MIC RTSD conference!

Sincerely, 2026 IEEE NSS MIC RTSD Conference Committee