PRESENTATION GUIDELINES

PATIENT WITH SPECIAL NEEDS | INTERNATIONAL SCIENTIFIC CONFERENCE | 2–3 DECEMBER 2026

01 General information

File and template. Prepare the presentation in Microsoft PowerPoint (PPTX) using the official conference template provided by the organizer.

Presentation duration. Adjust the number of slides and their content to the allotted speaking time.

02 Presentation structure

Title slide. Include the presentation title, author's full name and affiliation (name of the institution represented).

Content slides. The number, structure and scope of the content slides are at the author's discretion, taking into account the allotted speaking time.

Final slide. Include a portrait photograph of the author and a contact email address.

Optional. A QR code linking to a publication, project website or other materials related to the presentation may also be included.

03 Technical requirements

File format. Microsoft PowerPoint (.pptx).

Conference template. Use the official template provided by the organizer.

Fixed graphic elements. Preserve the original layout, logos, organizer, patron and partner identifiers, and all other fixed elements of the visual identity.

Editing the template. Add presentation content directly to the supplied template without modifying its fixed elements.

Readability. Ensure that text, charts, photographs and other visual materials remain legible when projected on a large screen.

Animations and transitions. Permitted, provided they do not disrupt the flow of the presentation.

04 Photographs and graphic materials

When using photographs depicting people, comply with the rules on image rights and personal data protection. If the author does not have appropriate consent to publicly display an identifiable person's image, effective anonymization must be applied (e.g., blurring the face and other identifying features), or the photograph must not be used.

For photographs of patients, particular care must be taken to protect information about their health and any other data that could enable identification.

All graphic materials must be of suitable quality. Materials obtained from external sources must be used in compliance with copyright and applicable licensing conditions.

05 Submission of presentations

Submission deadline. 22 November 2026.

Submission method. By email to: onowotny-czupryna@wsb.edu.pl and agolebiowski@wsb.edu.pl

Attachment format. PowerPoint (.pptx).

File name. Surname_FirstName_PresentationTitle.pptx

Email subject. Conference presentation – author's full name.

If the file exceeds the permitted attachment size, contact the organizer to agree on an alternative way to submit the presentation.