



NOTES FOR AUTHORS OF **PLENARY** PRESENTATIONS

All speakers are required to REGISTER for the Conference (www.eubce.com). Please note that your paper will not be published in the Conference Proceedings (indexed in Scopus) unless you have registered for the Conference and presented your paper at the event.

General Information for Presenters

Meeting Before Sessions

Speakers and chairpersons are required to meet in the auditorium 15 minutes prior to their session for a briefing and to familiarize themselves with the audiovisual equipment.

Presentation Guidelines

- Plenary Session speakers will have 15 minutes for their presentation, followed by 5 minutes for questions and discussion.
- Chairpersons are instructed to strictly enforce the time limit, so please time your presentation accordingly.

Content Restrictions

- Advertising material is not permitted at this scientific conference.
- A maximum of two slides may include information about your organization.

Language Requirement

- All presentations must be prepared and delivered in ENGLISH, the official language of the Conference.

Format of Your Presentation

- File format: Presentations should be in PowerPoint (.pptx) and PC-compatible.
- Aspect ratio: Use 16:9 format when creating slides.
- Media elements:
 - Use the 'Insert' function to add images and videos.
 - Keep video and audio files under 1GB, and use .mp4 or .wmv formats when possible.
- Mac users: Avoid Mac-specific fonts; use Windows-compatible fonts instead.
- File naming: Save your presentation as per the session code (e.g., 'AP.1.1.pptx' or 'CP.2.3.pptx').
- Linked media: If your presentation includes external video/audio files (.mpg, .wav), ensure they are in the same folder as your PowerPoint file and update links as needed.
- Backup copy: Bring a copy of your presentation and media files on a USB flash drive or external hard drive.



Important Notes

- USB upload in the auditorium is not allowed.
- Personal laptops cannot be connected to the system.
- All presentations must be uploaded in advance and will be run from the PC provided in the auditorium.

Submitting Your Presentation

Your presentation file must be submitted either:

- **Online (preferred) via the dedicated presentation submission platform (a link and instructions will be provided by email).**
- **On-site at the Presenters' Desk.**

For **Plenary Session presentations**:

- All files must be **checked, finalized, and submitted** to the technician at the Presenters' Desk **at least two hours before** your session starts.
- The presentation will then be **transferred to the respective auditorium**.
- **No modifications** will be possible **within 30 minutes** of the session start time.

The opening hours are as follows:

Sunday	8 June 2025	16:00 – 18:00	
Monday	9 June 2025	07:30 – 08:30	12:30 – 18:30
Tuesday	10 June 2025	08:00 – 18:30	
Wednesday	11 June 2025	08:00 – 18:30	
Thursday	12 June 2025	08:00 – 17:00	

An additional computer will be available at the **Presenters' Desk (Preview Desk)** for you to check the functionality of your presentation before your session.

Please note that **audio, video recordings, and photos** may be taken during the event, including during your presentation. By participating, you consent to these recordings and photos being made available to the public.

Full Paper and Slides Publication in the Conference Proceedings (Indexed in Scopus)

Please note that **presenting at the conference does not automatically imply the publication of your slides in the Conference Proceedings**.

If you wish to have your **paper or presentation** included in the **EUBCE Conference Proceedings**, you must submit the files **online** via the **user area** at <https://ssl.conference-biomass.com/> under the **"Paper Delivery"** section **by 12 June 2025**.

Corresponding authors will be notified when the submission platform becomes available.



EUBCE 2025
33rd European Biomass Conference & Exhibition

9 - 12 June
Valencia, Spain
Valencia Conference Centre

Your paper **must strictly follow** the layout specified in the master document "[Instructions for Preparation of Papers](#)." For detailed guidelines on manuscript preparation, please refer to the **Instructions for the Preparation of Papers**.

We look forward to your presentation and to welcoming you in **Valencia**.

On behalf of
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Technical Programme Chair

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