



## NOTES FOR AUTHORS OF **PLENARY** PRESENTATIONS

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 Please note that your paper will not be published in the Conference Proceedings (indexed in Scopus) unless you have registered for the Conference and presented your paper at the event.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

Monday	18 May 2026	16:00 – 18:00	
Tuesday	19 May 2026	07:30 – 08:30	12:30 – 18:30
Wednesday	20 May 2026	08:00 – 18:30	
Thursday	21 May 2026	08:00 – 18:30	
Friday	22 May 2026	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 22 May 2026.**

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



**EUBCE2026**

34th European Biomass  
Conference & Exhibition

Tue 19 – Fri 22 May 2026  
World Forum The Hague,  
The Netherlands

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 **The Hague**.

On behalf of  
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