

## Instructions for presenting authors

Thank you for your contribution to DESIGN 2026. To ensure a smooth and engaging session, please carefully follow the guidelines below.

### 1. Presentation timing and structure

- Each presentation is allocated **15 minutes in total**:
  - **10 minutes** for presentation
  - **5 minutes** for questions and discussion
- Please structure your presentation to clearly communicate:
  - the research problem and context
  - your approach and key contributions
  - the main results and implications
- Presenters should arrive in the conference room **10–15 minutes before the session starts** to upload their presentation and coordinate with the session chair and technical assistant
- **Use of personal laptops is not permitted**, as all presentations will be run from the conference computer to ensure consistency and avoid delays

### 2. Technical requirements and setup

- A presentation computer (MS Windows, Microsoft Office, Adobe Reader) will be available in each room
- Projectors support **Full HD (1920 × 1080)** resolution
- There is **no mandatory presentation template**; however:
  - ensure **clear structure and readability**
  - use **sufficient contrast** and legible font sizes
  - avoid overly dense slides
- Please bring your presentation on a **USB drive** (standard formats such as PowerPoint or PDF are recommended)
- A **Computer Room** will be available on site for:
  - testing your presentation in advance
  - verifying compatibility
  - receiving support from the organising team
- If you have **special technical requirements** (e.g., video, audio, specific software), please inform us in advance via: **design2026@fsb.unizg.hr**

### 3. During your presentation

- A **time-warning system** will be in place:
  - notification at **7 minutes**
  - presentation must **conclude at 10 minutes**
- Strict adherence to timing is essential to:
  - maintain the session schedule

- ensure equal opportunity for all presenters
  - allow sufficient time for discussion
- Session chairs are instructed to actively manage timing, and may intervene if necessary

#### 4. Engagement and interaction

- The **Q&A discussion** is an integral part of the session:
  - be prepared to answer questions concisely and clearly
  - engage constructively with feedback and comments
- Session chairs will facilitate discussion and ensure a balanced and dynamic exchange
- If contacted by your session chair prior to the conference:
  - please respond promptly
  - coordinate any relevant details (e.g., thematic alignment, session flow)

#### 5. General note

Your preparation and active engagement are key to a successful presentation and a high-quality conference experience for all participants. We encourage you to use this opportunity not only to present your work, but also to connect with peers and foster discussion within the DESIGN community.

For any questions or additional support, please do not hesitate to contact the conference organisers.

Thank you once again for your contribution to DESIGN 2026. We look forward to your presentation and the insights you will bring to the conference.

Mario Štorga  
Stanko Škec  
DESIGN 2026 Conference Chairs