



Demo Presenter Instructions for RecSys Conference 2026

**General Instructions for Demo Presentations**

- All demos will be presented during the welcome reception on Tuesday, September 29 from 5:30 pm – 7:30 pm
- You will be provided with a poster/tack board 8' wide x 4' tall with push pins, one 6' x 30" rectangular table, and 2 chairs as well as access to conference wifi
- If you need additional materials, including power, requests must be submitted to the demo chairs no later than **Friday, September 11**. Additional requests are subject to approval based on cost to the conference.
- Please review the accessibility guidelines below to ensure everyone can participate comfortably and fully

**Demo Set Up/Tear Down**

- You may set up your demo between 4:00 pm and 5:30 pm on Tuesday, September 29
- Tear down begins when the reception ends at 7:30 pm and must be completed by 8:30 pm that same night
  - Materials left overnight will be removed for you, and will be stored at the conference registration desk until Thursday, October 1 at 5:00 pm

**On-Site Poster Printing**

Should you need to print a poster to accompany your demo, below is a list of local nearby printers. You are responsible for paying for and picking up your own poster.

FedEx Office Print & Ship Center

*Open weekdays 8 am – 6 pm, Saturdays 10 am – 6 pm*

(612) 343-8000

80 South 8<sup>th</sup> St.

[FedEx Minneapolis Website](#)

AlphaGraphics

*Open weekdays, 8 am – 4:30 pm*

(651) 333-6082

811 Lasalle Avenue Skyway Level

[AlphaGraphics Minneapolis Website](#)

FASTSIGNS of Downtown Minneapolis

*Open weekdays, 8 am – 4:30 pm*

(612) 400-7956

110 South 8<sup>th</sup> St. Suite 101

## Accessibility Presentation Guidelines for Presenters

We ask all demo presenters to help make RecSys welcoming and accessible to everyone:

- **Describe important visual elements of your demonstration aloud.** Do not rely solely on the interface, animation, prototype, or other visual content to explain your work.
- **Caption videos and prerecorded media whenever possible.** Where possible, do not rely on sound alone and provide text or visual equivalent for meaningful sounds, speech, alarms, or audio feedback produced by the demo.
- **Avoid flashing, rapidly changing, or unnecessarily bright visual effects and other strong sensory stimuli.** If effects such as loud or sudden sounds, strong haptic feedback, motion/VR effects, flashing visuals, or strong smells are integral to the demo, provide attendees with a clear warning beforehand.
- **Keep cables, equipment, bags, and other objects out of walkways** so that attendees using mobility aids can approach the demo safely. Where cables must cross or run near a route, they should be taped down/covered and should not create a trip or mobility-device hazard.
- **Be flexible in how attendees engage with the demo.** Be prepared to explain or describe elements that someone may not be able to see or interact with directly.
- **Speak clearly and at a natural pace** when explaining the demonstration.

These small practices can make a significant difference in ensuring that everyone can participate comfortably and fully.

## Questions

If you have any questions, please contact RecSys event management at [RecSys@executiveevents.com](mailto:RecSys@executiveevents.com).