



The ACM Conference Series on **Recommender Systems**

Oral Presenter Instructions for RecSys Conference 2026

General Instructions for Oral Presentations

- All presentations will be presented in-person in Minneapolis, Minnesota, USA. If you are not able to attend in-person, you must have a co-author or colleague present on your behalf.
- If you experience last minute visa or medical issues that prohibit you AND your proxy from presenting, please reach out to recsys@executiveevents.com
- You will be presenting from the main stage in one of two concurrent presentation sessions
- Your slides will be shared on your behalf – **advance submission of slides is required**
- Length of presentation and Q&A is dictated by your paper type
- The Session Chair will moderate the questions. Handheld microphones will be stationed in the room for attendees to utilize for Q&A
- Please review the accessibility guidelines below to ensure everyone can participate comfortably and fully

Submission Instructions for Oral Presentations

- **All presenters MUST submit their slides in advance by 11:59 pm CDT Thursday, September 24.**

[CLICK HERE TO SUBMIT YOUR PRESENTATION SLIDES](#)

- For seamless transition between presenters, you will not be allowed to present from your own laptop
- Make sure you are in the session room at least 15 minutes before your session starts. Introduce yourself to the Session Chair (who will usually be standing in front of the room) and go to the Audiovisual Technical table to confirm you have arrived.
- You will present from the stage at a podium with a microphone.
- The AV team will project your presentation from the room computer. You will advance your slides with a hand-held clicker. There will be a confidence monitor and timer by the stage so you can see your slides in front of you as well as any notes you may have (if you submitted a PowerPoint with notes)
- Plan to stay in your session room for the whole session. We encourage you to ask questions about the presentations of the other authors presenting in your session.

Slide Deck Requirements for Oral Presentations

- Your file submission must be a PDF or PowerPoint with 16:9 aspect ratio up to 1 GB.

- Keynote and Google Slides are NOT permitted. If you have your presentation in one of those formats, you MUST convert to PowerPoint or PDF or it will be converted on your behalf
- If you submit a PowerPoint file with speaker notes, you will be able to see them while presenting on the stage. (They will not be visible to the audience).
 - Speaker notes are NOT shown with PDF submissions
- You will be given a remote "clicker" to advance your slide show.
- Animations are NOT recommended, as they can often be slow to advance while presenting. If you are choosing to do animations, please make sure they are accessible regardless of operating system.
- Custom fonts are not guaranteed for PowerPoint presentations. If you need to keep custom fonts, you'll need to submit in PDF format.
- You MUST rename your slides with the name of your paper ONLY. (Do not include your paper number or author name, just the paper title please.)
- You may submit as many versions of your slides to the link prior to it closing. If you need to upload a new version please submit a new form with "v2" (or v3 or v4) at the end of the paper title.
- **The form will close at 11:59 pm CDT on Thursday, September 24**

Post-Submission Changes

- If you need to update your slides after the submission deadline has passed, you must bring your slides on a thumb drive to the AV tech table in the back of the ballroom where you are presenting at least one day ahead of your scheduled presentation time
 - **Same-day slide updates cannot be accepted**

Asynchronous Q&A

- We encourage you to include your contact information on the last slide of your presentation so attendees can connect with you after your presentation

Accessibility Presentation Guidelines for Presenters

We ask all presenters to help make RecSys welcoming and accessible to everyone. Please keep the following in mind when preparing and delivering your presentation:

- **Describe important visual content aloud.** Do not rely only on figures, colors, diagrams, animations, or demonstrations to communicate key information.
- **Caption videos and other prerecorded media** whenever possible.
- **Use the microphone throughout your presentation**, even if you feel you can be heard without it.
- **Avoid flashing, rapidly changing, or unnecessarily bright visual effects.** Some attendees are sensitive to bright light and other strong sensory stimuli.
- **Make slides visually clear and easy to follow.** Avoid overly crowded slides and make sure important information is not communicated through color alone.

- **Speak at a clear, natural pace**, particularly when captioning or interpretation is being used.
- **Be mindful that attendees may need to enter or leave quietly during a session.** People may need to use the designated quiet space, attend to caregiving needs, pray, or take additional time to move between rooms using accessible routes or elevators. Please do not draw attention to people leaving or returning.
- **Keep aisles and access routes clear**, including routes to accessible seating and room exits.
- During Q&A, **encourage microphone use and ask questioners to state their name before speaking.**
- **Additionally**, Please review the SIG ACCESS Accessible Presentation Guide here:
 - o <https://www.sigaccess.org/welcome-to-sigaccess/resources/accessible-presentation-guide/> which contains additional guidelines and best practices.

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.