



The ACM Conference Series on **Recommender Systems**

Workshop Organizer Instructions for RecSys Conference 2026

Workshop Set-Up Overview

- Each workshop room will have AV equipment that supports audio, video, and screen-sharing
- **We HIGHLY recommend collecting presentations ahead of time and using the shared computer in the room.** Changing out laptops is possible, but it can cause delays due to unforeseen audio-visual connection issues.
- Please review the accessibility guidelines below to ensure everyone can participate comfortably and fully

What You Need to Bring

- Presenter(s) laptop(s) with the presentation in whatever format you prefer
- Laptop charger
- **A dongle/adaptor to connect your computer to an HDMI cord**
- Supplies required for your workshop (i.e. pens, pencils, flip charts, tape, etc.)

What RecSys Will Provide

- Workshop room set in rounds
- A podium with podium microphone will be at the front of the room for the presenter
- A wireless microphone on a stand will be set in the middle of the room for audience Q&A
- A projector and screen will be provided
- Audio jack to connect your computer to the in-room speakers
- Wifi
- Blue painters tape to be utilized for putting posters on room walls for poster sessions if needed

Q&A

- Attendees will be able to ask questions in the handheld microphone in the room.

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.