



24TH INTERNATIONAL CONFERENCE ON AQUATIC INVASIVE SPECIES

August 23 to 27, 2026

ICAIS 2026 GUIDELINES FOR PRESENTERS IN CONCURRENT SESSIONS

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GENERAL INFORMATION

- All meeting spaces for ICAIS 2026 concurrent sessions will be in the Peter Froggatt Centre on Queen's University Belfast Main Site.
- All plenary sessions will take place in Sir William Whitla Hall.

- There are typically five concurrent sessions each day and it is very easy to move from one session to another depending upon the participants' interests. It is recommended that movement between sessions is restricted to the Q&A period to minimise disruption.
- It is very important that presenters adhere to the time allocated for the presentation, which is 15 minutes for the talk and 5 minutes for Q&A.
- If using slides, it is recommended to use only 10-13 for a 15-minute talk.
- Slides must be delivered to the conference organizers ahead of your talk according to the submission schedule. Using a USB (or other data storage device) in the concurrent session rooms is **not permitted**. See below for more details of submitting your slides.
- Queen's University's in-house AV team will have a technician in the Peter Froggatt Centre for on-site technical support during the conference.
- Each session room will have:
 - A podium/desk from which the presenter will speak.
 - A PC at the podium with presentations will be pre-loaded.
 - A built-in speaker system.
 - Clicker for your presentation
 - Larger rooms are equipped with microphones



Peter Froggatt Centre

STUDENT PRESENTATION JUDGING

- Student presentations will be judged and prizes awarded for the top poster for undergraduate, master's and graduate students. Criteria will follow soon.
- The awards will be presented at the closing ceremonies on Thursday, August 27, 2026.

FORMATTING AND SUBMITTING PRESENTATIONS

Slides for Presentations

Presenters in concurrent sessions must submit the slides they plan to use ahead of their talk during one of the following methods:

1) Submit your slides (PowerPoint or PDF) through Fourwaves up until **Saturday, August 22 at 23:59 (midnight) BST**. To do this:

- Activate your account using the confirmation link that was issued when you submitted your abstract, or by going to the [Fourwaves login page](#) and clicking 'Forgot Password?'. Be sure to use the email address you entered when you submitted your abstract.
- Once logged into the account, be sure you select 'Participant' from the top-right drop-down menu (via clicking your profile icon), then click 'Submissions' from the Participant Dashboard menu.
- Click your submission title and select 'Edit Submission' on the right-hand menu.
- Upload the files applicable to your presentation and click 'Save form'.
- If you have more than one presentation, repeat the process for each presentation separately.
- Watch a video on how to submit your slides [here](#)

OR

2) Visit the Presentation Manager's desk with a USB or other storage device. The Presentation Manager's desk is open Sunday, Aug. 23 from 15:00-17:00 and Aug. 24-26 from 7:30 - 8:20, 12:30-13:30, and 16:00 - 17:00. Due dates for slides are as shown below.

On-site Presentation Submission Schedule

The cooperation of in-person presenters in following this schedule is greatly appreciated.

Presentation Day	Session Time	Submit by
Deadline to submit slides via Fourwaves for all presentations is Saturday, August 22 at 23:59 (midnight) BST.		
Monday, Aug. 24	8:40 – 17:00 (ALL DAY)	Sunday, Aug. 23 @ 17:00
Tuesday, Aug. 25	8:30 – 17:10 (ALL DAY)	Monday, Aug. 24 @ 17:00
Wednesday, Aug. 26	8:30 – 17:30 (ALL DAY)	Tuesday, Aug. 25 @ 17:00
Thursday, Aug. 27	8:30 – 16:00 (ALL DAY)	Wednesday, Aug. 26 @ 17:00

Process for revisions

Limited exceptions will be made for re-submitting slides on the day of a presentation. To help ensure a smooth process, please make every effort to ensure you submit a final copy of your slides through Fourwaves or at the Presentation Manager's desk according to the schedule above.

If presenters revise their slides after they have submitted through Fourwaves or at the presentation desk, they must:

- Send an email message to icaais@invasivespeciescentre.ca to advise that they need to submit an updated version of their slides for their presentation.

AND

- Bring the revised slides on a portable memory drive and deliver it to the Presentation Manager's desk or send the revised slides through a file transfer system (eg. WeTransfer, Dropbox, etc.) to icaais@invasivespeciescentre.ca and obtain confirmation that the file has been received.

If a presenter does not submit a revised file according to the instructions above, the file that was originally submitted will be considered final and loaded onto the laptop in the session room for presentation.

Presenters **are not permitted** to load presentations onto the PCs in the session rooms.

File Naming Protocol

- Presentations **must** be named according to the following protocol:

Day_MonthDate_PresentationTime_SessionNumber_FirstnameLastname

EXAMPLE: Mon_May13_1040_A1_JaimieDick

- Presenters can find the date, time and room for their presentation in the 'Schedule' in [Fourwaves](#).
- If there are any problems finding the details for your presentation, send an email to icaais@invasivespeciescentre.ca **before July 31, 2026**.

Other Information: technical tips for PowerPoint slides

- **Images, videos, audio clips and animations**
 - Images should be inserted into PowerPoint using the "Insert image" command (i.e., do not drag and drop from other applications).
 - If your presentation includes embedded audio clips, video or animations, be aware that **you must provide the files for them separately to be sure they are linked on the computer being used to run the presentation**. Be sure to upload them separately in Fourwaves or at the Presentation Manager's desk.
- **Hyperlinks:** WiFi access for hyperlinks is available in all session rooms.
- **Fonts:** Use standard fonts in your presentation, as found in the default Microsoft library such as Arial or Times New Roman.
- **Accepted formats:** The PCs being provided in session rooms have Microsoft 365, but all versions of PowerPoint will be supported, in addition to files saved to Adobe Acrobat.
- **Files created on iOS (Macintosh) products:** Macintosh computer users should convert their PowerPoint presentations to a PC version (or PDF) and test the presentation on a PC before arriving at the conference.

On Site Support

- The Presentation Manager's desk will be located near the conference registration desk in the Peter Froggatt Centre Foyer.
- The desk will be staffed at specific times each day according to the schedule on [Fourwaves](#), and the Presentation Manager can be reached by email: icaais@invasivespeciescentre.ca. Fourwaves has the most up-to-date schedule, however preliminary plans are for the desk to be staffed:
 - Sunday, August 23rd 15:00-17:00 **with submissions for Monday, August 24th due before 17:00**
 - Monday, August 24th 7:30-8:20, 12:30-13:30, 16:00-17:00 **with submissions for Tuesday, August 25th due before 17:00**
 - Tuesday, August 25th 7:30-8:20, 12:30-13:30, 16:00-17:00 **with submissions for Wednesday, August 26th due before 17:00**
 - Wednesday, August 26th 7:30-8:20, 12:30-13:30, 16:00-17:00 **with submissions for Thursday, August 27th due before 17:00**
 - Thursday, August 27th – 7:30-8:20 for additional support as necessary

PRESENTATION PROCESS

- Speakers will present, and take questions from the audience, according to the published schedule in Fourwaves.
- Session chairs will field questions from participants and will moderate the 5-minute Q&A period following each presentation.
- Due to the strict schedule, please be mindful of the time and follow the cues of the session moderator.
 - During concurrent presentations at ICAIS 2026, the session chairs will use a traffic light time-keeping device. The timekeeping is split into two segments:
 - 1) Presentation - The session chairs will set the timer to 15 minutes. The light will remain green until there are 30 seconds left. Then, the light will turn yellow. When time elapses, the light will turn red.
 - 2) Q&A – When the 15 minutes concludes, the session chairs will reset the timer to four (4) minutes to allow one (1) minute for transition. If the speaker is still concluding their presentation, that time will count towards the Q&A session.
 - The total time per presenter is 20 minutes – 15 minutes for the presentation, four (4) minutes for the Q&A, and one (1) minute for transition. Please note that to help keep the event on schedule, **session chairs will kindly ask speakers to conclude their presentations when the four (4)-minute timer expires.**



Stoplight Timer

- Speakers are expected to remain for the full duration of their session to address any additional questions or discussions about their work, and as a courtesy to fellow presenters in their session.
- Presenters each have a profile in Fourwaves and it is up to each person to set up what they want to include e.g., a photo, the email address for networking, biosketch, recording of presentation, etc.
- Please keep in mind that virtual attendees have access to the Fourwaves platform and may comment on your presentation. Be sure to check out and interact with the comments by finding your presentation on Fourwaves.

OPPORTUNITY TO SHARE RECORDED PRESENTATIONS

We encourage you to take advantage of the option to record and upload a video version of your presentation to the ICAIS 2026 virtual platform, Fourwaves. Doing so increases the visibility of your work and allows more people to engage with your research, even beyond your scheduled session time.

Please note that concurrent sessions, special sessions, and workshops are delivered entirely in person and **are not recorded or streamed**. By sharing a pre-recorded version, you help extend access to your content beyond the live session.

Your recording will support both virtual attendees, who rely on the platform to access conference content, and in-person participants who may have scheduling conflicts and wish to view your presentation later. While attending ICAIS in person offers the best experience, we recognize that this isn't possible for everyone—your contribution helps ensure broader access to knowledge sharing across all audiences.

Recorded Presentation Formatting Guidelines

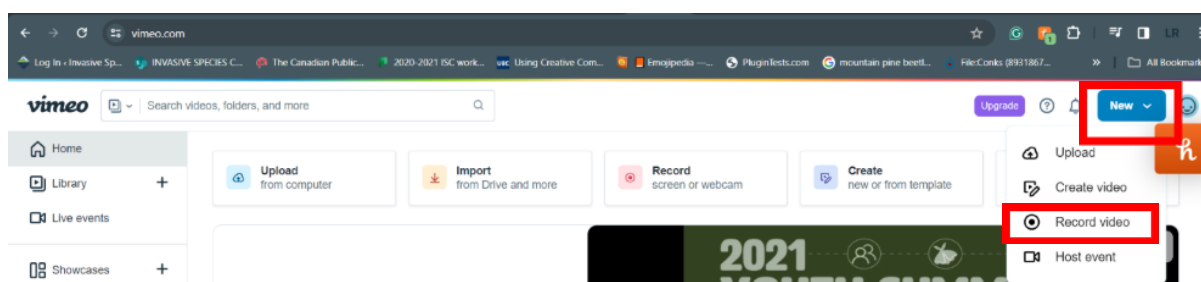
The recording should be submitted with slides in 16:9 (widescreen) format for optimal viewing and can be provided as:

- a. a video (MP4) of the slides and presenter voice over with captioning, or
- b. a video (MP4) of the presenter and their slides with captioning.
 - o [Google Meet recordings \(caption information included under 'Learn what's recorded in a video meeting'\)](#)
 - o [Microsoft Teams recordings](#) | [More information on captions \(under 'Live captions'\)](#)
 - o [Zoom meeting recording](#) | [More information on captions](#)
 - o [Vimeo recordings \(free\)](#)

How to Record Your Presentation with Subtitles/Captions

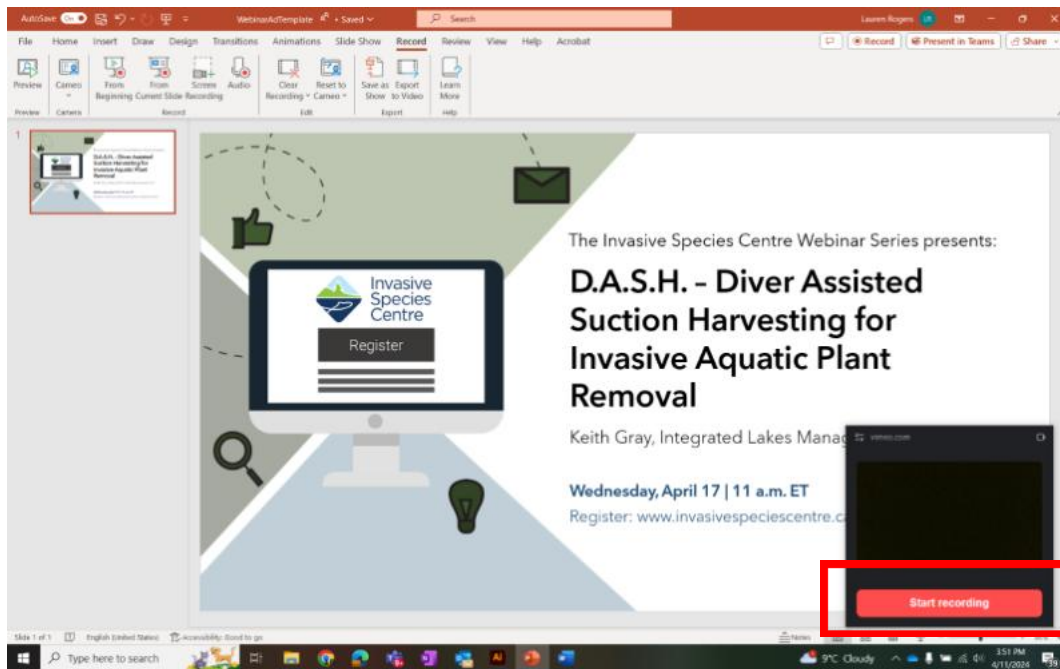
Access a screen recording site

- If you are using Vimeo, you will need a free account.
- Open the Vimeo screen recorder: <https://vimeo.com/> (or your screen recording app of choice)
- Start a new recording



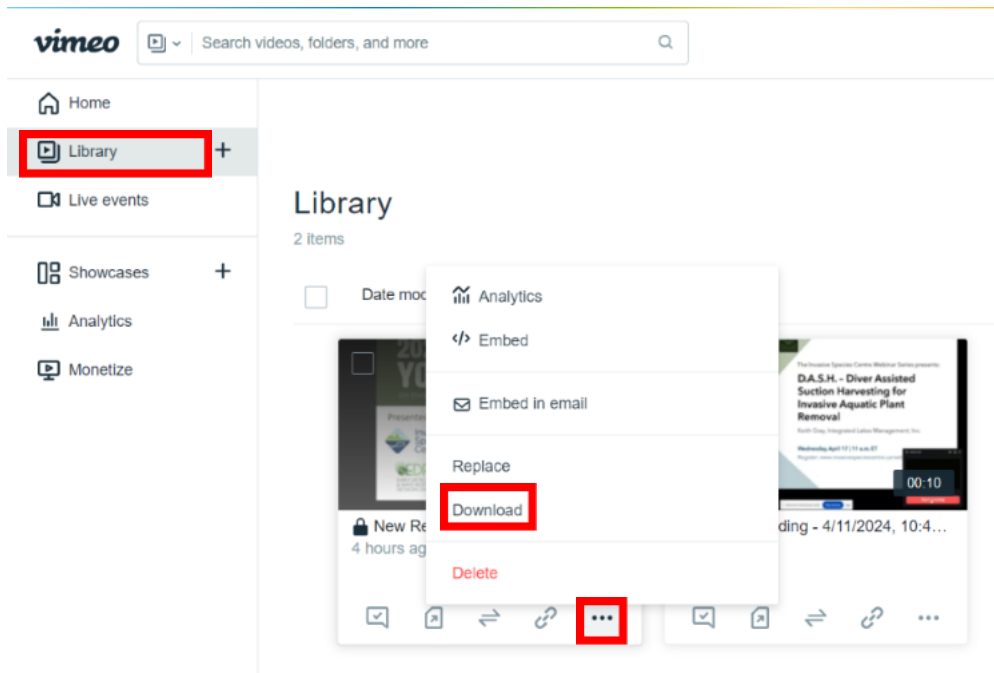
Recording with captions/subtitles

- Allow the screen recording app access to your microphone and camera
- Share your screen and get your presentation in full-screen mode
- Make sure you have captions enabled during presentation mode
 - o Learn more about doing this in PowerPoint [here](#)
 - o Learn more about doing this in Google Slides [here](#)
- A small popup box will show up in the corner with your video and a 'Start recording' button



Downloading your video

- Once the video is complete, it will be stored in your Vimeo library
- Download this video, name it according to the naming convention, and upload it to the [Fourwaves platform](#)



Tips and Tricks

- Ensure your presentation is in presentation mode and the captions are loading properly before you start recording.

- Make sure the video portion of the screen recording isn't covering any information on your slides. Ensure there is nothing covering the captions in the recording.

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QUESTIONS

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