

19th International Conference on Motivation (ICM) 2026

Paper Session Guidelines

Paper sessions consist of oral presentations featuring up to four papers connected by a common theme. Each session lasts 90 minutes and is coordinated by the designated session chair. To help sessions run smoothly and on time, we recommend the following structure, which may be adjusted as needed:

- Sessions with 4 papers: each presenter should speak for 15 minutes, followed by 5 minutes of questions.
- Sessions with 3 papers: each presenter may speak for 20 minutes, followed by 5 minutes of questions.

For Presenters

As a presenter, you are responsible for preparing and delivering your own presentation. The following recommendations are intended to help you deliver an effective and engaging contribution during your session.

1. *Before the conference:*

- ✓ Prepare your slides using PowerPoint. Depending on the number of papers in your session, your presentation time will be either 15 or 20 minutes. Based on our experience, a 15-minute presentation generally works well with approximately 14–15 slides, allowing about one minute per slide without rushing. If some slides require more detailed explanation, you may wish to use fewer slides overall.

2. *Before the session begins:*

- ✓ Please arrive at your assigned room at least 10 minutes before the session starts to test and upload your presentation. Each room will be equipped with a computer for presentations, and we strongly encourage presenters to use the equipment provided. Switching between devices, such as personal laptops, may consume valuable time and could lead to technical difficulties or delays.
- ✓ Please bring your presentation on a USB flash drive in .pptx and/or .pdf format and ensure that the filename includes your surname. A member of the conference staff will be available in the room if support is needed.
- ✓ If you decide to present from your own computer, please verify in advance whether you require a power adapter compatible with Portuguese outlets. External devices may be connected using HDMI, DisplayPort, or USB-C video connections. To avoid potential issues, we recommend also carrying a backup copy of your presentation in .pptx and/or .pdf format on a USB drive.
- ✓ Please note that power outlets in the rooms are limited, so make sure your devices are fully charged beforehand. Presentation remotes and laser pointers will not be supplied; therefore, please bring your own if needed.

For Session Chairs

The session chair plays a key role in creating an engaging and interactive environment for both presenters and attendees. The primary responsibility of the chair is to manage the session effectively so that all participants benefit as much as possible. In general, the chair opens and closes the session, introduces speakers according to the program, and oversees both the discussion and question periods.

Please follow these recommendations to ensure a successful session:

1. **Before the conference:**

- ✓ Familiarize yourself with the presentations scheduled in your session by reviewing the abstracts provided in the conference abstract book.

2. **Before the session begins:**

- ✓ Please arrive in the room at least 10 minutes before the session begins to meet the presenters. Confirm that all presentations have been uploaded to the computer room and are ready for use. A member of conference staff will be available to assist with any technical concerns. Before the session starts, clearly explain your timing signals to the presenters. You will have three cards of different colors (green, yellow and red), to help signal the remaining time to the speakers.

3. **During the session:**

- ✓ Begin by briefly introducing the session and each presenter. Invite speakers to present according to the scheduled order, monitor presentation timing, moderate the questions and discussion periods, and formally close the session.
- ✓ Please ensure that each presenter receives an equal opportunity to present and answer questions. Notify speakers as they approach the end of their allotted time by providing clear time reminders, such as when 5 minutes and 2 minutes remain, so they can conclude smoothly.
- ✓ At the end of the paper session, a 10-minute open discussion will take place. This discussion is an important element of the conference experience, so please encourage audience participation and actively facilitate interaction. As chair, you should help participants engage in discussion, highlight thematic links between presentations, and ensure that audience questions are clear while keeping responses concise and focused.

Water

As part of our sustainability efforts, bottled water will not be provided in the session rooms. Participants are encouraged to bring a reusable water bottle, which can be refilled at the venue.

If you require any additional information, please contact us at icm2026@ispa.pt

The ICM 2026 Local Organizing Committee

(Adapted from the 2024 ICM Conference guidelines)