

19th International Conference on Motivation (ICM) 2026

Symposium Guidelines

- ✓ Symposia bring together a coherent collection of papers addressing related topics for collective discussion. Each symposium session is moderated by a chair and typically includes 3–4 presenters and one discussant representing at least three different countries.
- ✓ Each symposium is scheduled for 90 minutes. In general, this allows approximately 12–15 minutes for each presentation (for example, a 12-minute presentation followed by 3 minutes for questions), 15 minutes for the discussant's comments, and an additional 15 minutes for open discussion.
- ✓ Symposium organizers may also choose to incorporate discussion periods immediately after each presentation rather than reserving a separate discussion segment at the end.

For Presenters

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

1. *Before the conference:*

- ✓ Prepare your presentation using PowerPoint. Your presentation will generally be 12 minutes. Based on previous experience, a presentation of this length usually works well with approximately 12–15 slides, allowing about one minute per slide without rushing. If some slides require more detailed explanation, you may prefer to use fewer slides overall.
- ✓ Please ensure that the final version of your presentation is sent to the discussant before the conference and, if appropriate, shared with the other symposium presenters.

2. *Before the Symposium session:*

- ✓ Please arrive at the meeting room at least 10 minutes before the symposium begins to test and upload your presentation. The symposium chair and discussant are also requested to arrive early.
- ✓ Each room will be equipped with a desktop or laptop available for presentations. We recommend bringing your presentation on a USB flash drive in .pptx and/or .pdf format, with your surname included in the file name. A member of the conference staff will be available in the room to provide support if necessary.
- ✓ If you prefer 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 via HDMI, DisplayPort, or USB-C video ports. To avoid possible technical issues, we strongly recommend also carrying a backup copy of your presentation in .pptx and/or .pdf format on a USB flash drive.

- ✓ Please note that power outlets in the rooms are limited, so electronic devices should be fully charged in advance. Presentation remotes and laser pointers will not be supplied; therefore, please bring your own if required.

For Session Chairs

- ✓ The symposium chair plays a crucial role in ensuring that the session proceeds smoothly and productively. The chair is responsible for moderating the symposium in a way that maximizes engagement and benefits both presenters and attendees.
- ✓ Typically, the chair opens and closes the symposium, introduces presenters and the discussant according to the schedule, and oversees both the discussion and question periods.

Please follow these recommendations for effective session management:

1. **Before the conference:**

- ✓ As a symposium organizer, please ensure that all presentation materials are sent to the discussant prior to the conference.

2. **Before the Symposium session:**

- ✓ Please arrive at the meeting room at least 10 minutes before the symposium begins. Presenters and the discussant are also expected to arrive early.

3. **During the Symposium:**

- ✓ As chair, you will introduce the symposium topic, presenters, and discussant; invite speakers to present according to the program schedule; monitor presentation timing; moderate discussions and questions; and formally close the session.
- ✓ Please manage the timing carefully to ensure that all presenters and the discussant have equal opportunities to contribute. Inform presenters clearly when they have 5 minutes and 2 minutes remaining so that they can conclude their presentations smoothly and on time. You can use the color cards available to chair the paper sessions. If you wish to use them, please ask the conference staff.
- ✓ A 15-minute open discussion usually follows the final presentation and represents one of the most valuable aspects of a research conference. Please ensure that sufficient time is reserved for audience questions and encourage active participation.
- ✓ The discussant will have specific responsibilities for stimulating discussion, while the chair's role is to support this process, facilitate audience engagement, and ensure that questions are clear and responses remain concise and focused.

For the Discussant

- ✓ The discussant plays an active role in promoting discussion and audience interaction during the symposium. The symposium chair will oversee the session timing and support the discussion process, but discussants should prepare carefully to facilitate meaningful dialogue and ensure that adequate time remains for audience participation.
- ✓ There are many possible approaches to leading a discussion, and discussants are encouraged to organize their comments in the manner they consider most effective. One possible approach is to

focus on the key themes and questions raised across the presentations, highlighting how the papers contribute new evidence and advance understanding within the field.

- ✓ Discussants are also encouraged to provide constructive feedback to presenters and to identify promising directions for future research. Critical comments should remain constructive and should encourage further dialogue among participants.

1. **Before the conference:**

- ✓ Please review the symposium presentations in advance and familiarize yourself with the content.

2. **Before the Symposium session:**

- ✓ Please arrive at the meeting room at least 10 minutes before the symposium begins. The chair and presenters are also requested to arrive early.
- ✓ You may upload your presentation to the room computer before the session starts. Please bring your presentation on a USB flash drive in .pptx and/or .pdf format. A member of conference staff will be available to help with any technical concerns.
- ✓ If you plan to present from your own computer, please check whether you require a power adapter suitable for Portuguese outlets. External devices may be connected through HDMI, DisplayPort, or USB-C video ports. As a precaution, we strongly recommend carrying a backup copy of your presentation on a USB flash drive.
- ✓ Because power outlets are limited, please ensure that your devices are fully charged beforehand. Presentation remotes and pointers will not be provided, so please bring your own if needed.

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)