



15th
International
Conference

October
12 to 15, 2026
DoubleTree, Hilton
Montréal, Canada

lcafood2026.org

PRESENTATION GUIDELINES

We are delighted that you can join us at LCA Food 2026 taking place at the Double Tree Montreal, Canada, October 12-15, 2026. Please read the following information in order to be well prepared for your presentation.

SUBMIT YOUR PRESENTATION

Please submit your PowerPoint presentation by following the guidelines before Thursday, October 8, 2026, by filling in the [form](#). If you make any changes or updates to your presentation, you may submit an updated version no later than the day before your presentation.

TECHNICAL GUIDELINES

- **Slide Size:** The PowerPoint presentations will be projected in the widescreen format with the aspect ratio of 16:9. If your slides have aspect ratio of 4:3, please convert them in 16:9. To do so, in your PowerPoint presentation, click the Design tab, and then click Slide Size. Under Slides sized for, select Widescreen (16:9).
- **Powerpoint Template:** No specific PowerPoint template is provided. You are welcome to use your own presentation template and design.
- **Presentation Duration:** Presentations should **not exceed 12 minutes**. Please plan your presentation accordingly.
- **Slide Design:** Please avoid overcrowding your slides with too much text or information. Slides should be clear and easy to read from the back of the room. We recommend using an appropriate font size and ensuring that all text, figures, tables, and graphs are clearly legible. Please use **colour-blind-safe colour combinations**, particularly in graphs, charts, and figures, to ensure that your content is accessible and easy to interpret for all attendees.
- **File type:** Only .ppt or .pptx are accepted. PCs will be used for presenting, so please ensure you test your PPT created on a Mac well in advance.
- **Laptop:** Using individual laptop computers is not permitted.
- **Videos:** Copy your PPT and all separate video files included in your presentation into a folder on a USB key so that we can re-embed videos onsite if necessary. We do not encourage the use of videos in presentations, as they can sometimes cause technical

issues during the session. If a video is essential to your presentation, please ensure that it is tested in advance with the technical team to confirm that it plays properly.

- **Special Fonts:** The only supported fonts are those included with Office 2019. If you need a specialized font, it should be embedded into your PowerPoint presentation. [Click here](#) for explanation of this process.
- **AV setup:** There will be a slide advancer / pointer and different types of microphones will be available as well.
- **Talk length:** Each session has a chair who will introduce you to the audience and manage the time schedule. Out of respect for the other speakers, please be sure to adhere strictly to the allotted time:
 - o Presentation: 12 minutes + 3 minutes questions
 - o Poster Spotlight: 3 min (no questions)

AT THE CONFERENCE

Registration

Please check in at the registration desk upon arrival at the event, at least 60 minutes before your session begins. We will have a badge ready in your name. Then you can meet us in your conference room when required.

Technical test

We have invited you for a technical test, during which you will test your presentation directly into your conference room and let you familiarize with the technical equipment and set-up. Please refer to the calendar invitation previously sent to find out your schedule for the technical tests.

Room

Please arrive at your conference room at least 15 minutes before the start of your session (*not your talk starting time*).

The following material is at your disposal:

- Lectern microphone
- Wireless microphone
- Remote control (perfect cue) for changing slides and controlling your PowerPoint presentation.

CONTACT

Should you have any technical questions not addressed in this document, please feel free to contact us at lcafood2026@neoevents.ca. For any question during the event, please visit the registration desk.