

IEEM2026 Pre-Event Checklist

IEEE International Conference on Industrial Engineering and Engineering Management

2-5 December 2026 | Level 3, Sands Expo & Convention Centre | Marina Bay Sands Singapore

[Key Dates](#) | [Programme](#) | [Pre-Event Checklist](#)

Guidelines for Presenters

1. Attendance and Presentation Policy

- 1.1 At least one author or presenter for each accepted submission must complete registration and full payment by 1 October 2026 to retain the presentation in the conference programme.
- 1.2 An accepted paper must be presented at the conference. If the presentation is not delivered, IEEM may exclude the paper from the conference proceedings and submission to IEEE Xplore.

2. Uploading Presentation Files

All upload deadlines close at 11:55 PM Singapore Standard Time (GMT+8) on the date stated.

2.1 Poster Presentation Files

Upload period 17-30 October 2026

- Poster files received by the deadline will be printed by the conference at no additional charge.
- If you miss the upload deadline, print your own poster and bring it to the conference.
- Poster size: A0 portrait, 1190mm high x 841mm wide.
- Recommended image dimensions: approximately 3310 pixels wide x 4680 pixels high at 100 dpi.
- Use of the IEEM poster template is preferred but not mandatory.

2.2 Oral Presentation Files

Upload period 17 October-15 November 2026

- Advance upload is recommended but not compulsory. Files received by the deadline will be loaded onto the presentation-room computer.
- File format: PowerPoint (.ppt or .pptx); maximum file size: 3.5 GB.
- Slide format: widescreen 16:9 (recommended resolution 1920 x 1080 pixels).
- Use of the IEEM oral presentation template is preferred but not mandatory.
- Bring a backup copy on a USB drive, even if you upload your presentation in advance.

2.3 How to Upload

- Log in to the IEEM portal using your registered email address and password.
- Select "Upload Presentation" from the left menu. This function is enabled for registered presenters.

3. Oral Presentations

- 3.1 Each oral presentation is allocated 15 minutes in total, including questions, answers and speaker changeover.
- 3.2 Arrive in the assigned room at least 15 minutes before the session begins. Confirm your presentation file with the Session Assistant and refer to the final programme for the confirmed time and room.
- 3.3 Presentation rooms are planned to provide the following equipment:
 - Presentation display: projector and screen.
 - Lectern computer with Microsoft 365 PowerPoint and a preview display.
 - Lectern microphone and room sound system.
 - USB and HDMI connectivity for presentation sources.
 - Presenter clicker.
- 3.4 Keep within the allocated time. All presentation files will be deleted from the conference computers after the conference.

4 Poster Presentations

- 4.1** Poster board display area: 2.4m high x 1.0m wide. Your finished poster must be A0 portrait, 1190mm high x 841mm wide.
- 4.2** Display the accepted paper or abstract ID, title and author names clearly at the top. Highlight the presenting author's name in capital letters.
- 4.3** Include a contact email address so interested viewers can follow up after the session.
- 4.4** Poster Presentation Day: Friday, 4 December 2026
 - From 1:30 PM: Presenters may put up posters. Installation must be completed by 2:30 PM.
 - Poster boards will be pre-assigned and labelled with the paper or abstract ID.
 - Adhesive tape and scissors will be available at the Poster Help Desk. Bring any special mounting supplies you require.
 - 3:30-5:30 PM: Presenters must be at their posters to answer questions.
 - Remove posters by 5:30 PM.
 - If the conference printed your poster, collect it from the Poster Help Desk and provide your paper or abstract ID.