



**25th INTERNATIONAL
CONGRESS OF
BYZANTINE STUDIES**
Vienna, 24-29 August 2026
Byzantium beyond Byzantium

 program@icbs2026.org
 www.icbs2026.org
 Department of Byzantine and
Modern Greek Studies
Postgasse 9, 3rd Floor
A-1010 Vienna

Instructions for Speakers

The heart of the ICBS are the presentations and discussions of scholarly work and the exchange of ideas. In order to ensure that all papers have the same chance of being heard and discussed, we ask you to adhere strictly to the allocated speaking times below. These had to be adjusted slightly to accommodate all presentations in the program structure.

Speaking Time

Free Communications: max. 15 minutes

Plenary Papers: 20 minutes

Round Tables and Thematic Sessions: determined and communicated by the Convener

Preparing your Presentation

Speakers should bring their presentations on a **USB stick** (USB 2.0 capable), so they can be uploaded to the provided presentation computer. Speakers should also make sure to have a PDF backup version of their presentation on the USB stick.

Speakers using their own devices, especially Apple devices, must bring all required adapters themselves. Adapters must be compatible with the room equipment and, where required, USB 2.0 capable.

A **laser pointer** will be available in each room.

The ICBS Organizing Team will not be able to make photocopies for **handouts**. The nearest copy shop is Kopierzentrum, Universitätsstrasse 8, 1090 Wien (opening hours Monday to Friday, 9.00-12.00, 12.30-5.30).

Before the session

Be sure to arrive at the room at least 10 minutes before the start of your session.

Introduce yourself to the Session Chair.

Upload your presentation to the computer in the room before the start of the session. A room assistant will be on site to help.

After the session

Don't forget your USB stick!



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Instructions for Session Chairs and Conveners

Thank you for taking on the role of **Session Chair and/or Convener**. Your role is essential for ensuring that sessions run smoothly, professionally, and on time.

A dedicated room assistant will be present nearby to assist with technical matters, room-related questions, microphone handling during the Q&A part of the session, and emergency procedures if needed.

1. Role of Session Chairs and/or Conveners

Session Conveners act as Session Chairs for their sessions. They are responsible for opening and closing the session, briefly introducing speakers, monitoring time, moderating the discussion, and coordinating with the room assistant whenever support is needed.

2. Before the Session

Please familiarize yourself with your session in advance. Check the programme for the session title, room, start time, order of presentations, speaker names (please be aware that we are not authorized to share email addresses), presentation titles, and allocated speaking times (see below).

You may also consult the abstract book which will be published on the Congress website at the beginning of August 2026.

Please also make yourself familiar with the location and the session room. Arrive at least **15 minutes** before the session starts to greet the speakers, check whether everyone is present, clarify open questions, and coordinate with the room assistant.

3. Technical Setup and Room Support

A dedicated room assistant will be present nearby. The room assistant can help with basic technical matters, room-related questions, microphone handling during the Q&A part of the session, and emergency procedures if needed.

Before the session begins, please make sure you know:

- how the presentation computer, projector and microphone work;
- that the presentations of the sessions are loaded;

Please use the 15 minutes before the session starts to complete these checks together with the room assistant and the speakers. In case of more serious technical problems, the room assistant will contact a technical staff member located near the lecture hall or session room.



4. Opening the Session

Start the session on time. Briefly welcome the audience, introduce yourself, and state the session title.

Suggested wording:

“Welcome to the session [session title]. My name is [name], and I will chair/convene this session. Please note that we need to keep strictly to the schedule. Each talk is allocated [x] minutes, followed by [y] minutes for questions.”

5. Introducing the Speakers

Briefly (!) introduce each speaker before their presentation, by mentioning the speaker’s name (no need to mention their affiliation) and presentation title.

Suggested wording:

“Our next presentation is by [name]. The title of the talk is [title].”

Keep introductions short so that no presentation time is lost.

6. Time Management

Keeping the session on time is one of your most important responsibilities. Please monitor presentations, discussions, and speaker transitions carefully.

Presentations in Free Communications Sessions are allocated 12-15 minutes, Plenary Papers 20 minutes. The speaking time in Round Tables and Thematic Sessions is determined by the Convener.

Inform speakers how you will signal the remaining time, for example:

- 5 minutes remaining;
- 2 minutes remaining;
- time expired.

If a speaker exceeds the time limit, intervene politely but firmly.

7. Moderating the Discussion

Moderate the question-and-answer period after each talk. Make sure that questions and responses are brief, clear, and respectful, in accordance with the ICBS 2026 Code of Conduct. Once discussion time is over, close the Q&A politely and invite further discussion after the session or during the break.



8. Microphone Discipline

In large rooms, please ensure proper microphone discipline. Questions from the audience should be asked using a microphone whenever possible, so that everyone in the room can hear them.

If a speaker is too quiet or turns away from the microphone, please remind them politely.

9. Handling Technical Problems

If technical problems occur, the room assistant will help with basic issues and, if necessary, involve a technical staff member located nearby.

Please work with the room assistant to find a solution that allows the session to continue as close to the published programme as possible. A technical problem should not lead to delays for later talks or subsequent sessions.

If a presentation does not work, consider practical alternatives:

- use the PDF backup version;
- load the presentation from a USB stick;
- open the presentation via the web-based solution;
- use the provided presentation computer instead of the speaker's own device.

Please note that even a serious technical problem is not a reason to extend the session beyond its scheduled end time. Sessions must always end on time. If time needs to be recovered, shorten the discussion period rather than reducing the presentation time of later speakers or delaying the following programme.

10. Missing or Late Speakers

If a speaker arrives late, allow them to present whenever is appropriate for the flow of the session. If a speaker is absent, continue the session as announced. If necessary, close the session early.

11. Closing the Session

End the session on time. Thank the speakers, the audience and the room assistant.

Before leaving, please make sure that speakers take their devices, USB sticks, and adapters with them, and that the room is ready for the next session.



Short Checklist for Session Chairs and Conveners

Before the Session

- Check programme, room, time, speaker order, and presentation titles.
- Familiarize yourself with the location and session room.
- Arrive at least 15 minutes before the session starts.
- Check whether speakers are present and greet them.
- Speak with the room assistant.
- Check presentation computer, projector, and microphones.
- Ensure that speakers using own devices have suitable adapters.

During the Session

- Start on time.
- Briefly introduce the session.
- Introduce each speaker briefly.
- Monitor time strictly.
- Intervene politely but firmly if speakers exceed their time.
- Moderate questions and discussion.
- Ensure microphone discipline.
- Contact the room assistant immediately in case of technical problems.

After the Session

- Close the session on time.
- Thank speakers, audience and room assistants.
- Remind speakers to take devices, USB sticks, and adapters.
- Leave the room ready for the next session.



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ICBS 2026 Code of Conduct

„The University of Vienna is a place where knowledge for the present and future is generated, shared and critically reflected upon, under conditions of freedom of inquiry and expression.”
(Preamble to the Code of Conduct of the University of Vienna)

All participants of the ICBS 2026 must observe the Code of Conduct of the University of Vienna (<https://www.univie.ac.at/en/about-us/legal-information-and-notice/code-of-conduct>).

The ICBS 2026 seeks to create a safe and productive environment for everyone, regardless of race (including ethnic or national origin, nationality or colour), gender, gender identity and expression, age, sexual orientation, disability, physical appearance, religion, pregnancy or maternity status, marriage or civil partnership status, or any other characteristic or perceived characteristic.

To ensure that everyone can make the most of the academic, networking, and social opportunities that the ICBS 2026 offers, the organisers expect all delegates, exhibitors and staff to adhere to our policy on dignity and mutual respect at all conference venues and conference-related social events, as well as online and on any form of social media.

The ICBS 2026 is a diverse international event, and attendees come from a variety of different backgrounds with a wide range of opinions and perspectives. Please be mindful of this and appreciate that behaviours and comments that seem harmless to you may impact other people in different ways.

We do not tolerate any form of harassment or bullying against any delegate, exhibitor, or member of staff, whether in person or online. If you feel you are being harassed or bullied, notice harassing or bullying behaviour, or have any other concerns, please contact a member of ICBS 2026 staff immediately. We value your attendance and take all reports seriously and wish to ensure that all delegates feel safe throughout the ICBS 2026.

If you are asked to stop a behaviour which is deemed to be inappropriate, we will expect you to comply immediately. We reserve the right to take action against people who violate these standards, which may include expelling offenders from the ICBS 2026 with no refund.

We use the following definitions of harassment, sexual harassment, and bullying:

Harassment: Unwanted conduct that has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Sexual harassment: Unwanted verbal, visual, or physical conduct of a sexual nature, or other conduct based on sex, which affects a person's working or learning conditions or creates a hostile or humiliating working or studying environment for that person.

Bullying: Offensive, intimidating, malicious, or insulting behaviour which intentionally or unintentionally undermines, humiliates, denigrates or injures the recipient.