

GUIDELINES

for PRESENTERS and CHAIRS

24–26 October 2017 | Lisboa Congress Centre, Portugal

LISBON ADDICTIONS



2017

SECOND EUROPEAN CONFERENCE ON ADDICTIVE BEHAVIOURS AND DEPENDENCIES

www.lisbonaddictions.eu | #LxAddictions17 |  | 

The Programme Committee would like to thank you for contributing to Lisbon Addictions 2017.

Below you will find guidelines for speakers in paper sessions, session chairs, structured sessions and posters.

Please be informed that press/media representatives may be present at the conference. There will be photography and filming taking place during the event. The content of your presentations may also be disseminated via social media. Delegates who do not wish to be filmed/recorded or hold their contribution in the presence of media/press should inform the Conference Secretariat lisbonaddictions2017@abreu.pt at least three weeks before the Conference.

GUIDELINES FOR SPEAKERS IN PAPER SESSIONS

- At the beginning of your talk you will be introduced by the session chair. Speakers are asked to provide a brief biographical note by 15 September (to lisbonaddictions2017@abreu.pt) to help the chair introduce them. This note should include your current position and institute, background, research interests (approx. 50 words).
- Please arrive at least 10 minutes early and introduce yourself to the session chair before the start of the session.
- **VERY IMPORTANT:** Each speaker must keep strictly to the time allowed for their presentation so as not to disadvantage other speakers. This is 15 minutes, unless indicated otherwise. Speakers should ensure that they can complete their presentation and allow five minutes for questions within their allocated time. The conference programme is very tight and so sessions must run to time – there is no latitude. If a speaker has not finished by the end of their allotted time they will be stopped by the session chair. We appreciate your understanding.
- Presentations must be submitted to the Speakers' desk in room 1.12 at the Conference venue (please see the section 'Technical instructions for speakers' below).
- **When preparing your presentations**, kindly bear in mind that:
 - Speakers are kindly requested to thoroughly read these guidelines before preparing their presentation, including the section 'Technical instructions for speakers' below.
 - Slides should be prepared so that they can be easily read from anywhere in the conference room. This entails using a large enough font size (generally a minimum of 18pt), simple colour schemes with a high contrast, and easy-to-read font types.
 - It is rare that speakers can manage to get through more than 1 slide per minute.
 - With limited time it is reasonable to spend little time on background or sample characteristics, and focus instead on key features of the methods and results.
 - Many people in the audience will not have English as a first language: your presentation should therefore be appropriately paced and expressed to reflect this.
 - All speakers must include a statement disclosing any conflict of interest related to their presentation on the second slide.

GUIDELINES FOR SESSION CHAIRS

- As a session chair, you should receive the abstracts and bio notes for the speakers in your session by 30 September. Your introduction should normally be kept very short. Your primary role as chair is to ensure all speakers have equal time and to encourage the participants to have an interesting discussion.
- There will be a staff member from the conference organising team in the conference room to support you with

logistical, timing and other issues.

- Session chairs are asked to be in the allocated room at least 10 minutes prior to the start of the session.
- Start the session on time: please do not wait for latecomers.
- Briefly introduce yourself as a chair to the audience and welcome the participants to your session.
- The time allowed per speaker is 15 minutes (unless indicated otherwise) and it is essential that each session in the conference runs to time. Within their allocated time, speakers should ensure that they allow five minutes for questions. You may announce the method you will use to notify them when they are nearing their presentation time limit and how you will stop them if they have reached the end of their allotted time.
- If speakers use up all of the 15 minutes do not allow any questions but say that audience members can approach the speaker after the session.
- While inviting participant(s) to present their paper, announce their full name(s), institute and the title of the paper.
- If there is time for questions and none come from the floor please feel free to ask one yourself to start the discussion.

GUIDELINES FOR STRUCTURED SESSIONS

- Structured sessions will last 60 or 90 minutes (please consult the programme available on www.lisbonaddictions.eu) and the time can be allocated to papers and discussion, as required.
- Chairs/proponents of structured sessions are responsible for contacting all participants in their session, ensure that they are registered for the conference and for keeping them informed on any matter related to the structured session to ensure that they register for the conference.
- The chair of a structured session is crucial in making sure that the session is organised appropriately and that there is an interesting debate. They are therefore strongly encouraged to send the current document and/or other guidance to presenters in advance. Guidance should include: objectives of the session, specific topics that should be addressed in each presentation, and so on.

GUIDELINES FOR POSTERS

- Posters will be displayed on poster boards. The maximum size per poster is A0 portrait. The organisers will provide the materials to fix the posters on the board.
- The organisers will indicate the poster board number you have been assigned. Poster presenters may set up their posters at any time since the beginning of the conference but no later than 15 minutes before the start of their session (please consult the poster sessions' programme available on www.lisbonaddictions.eu).
- The presenter should be by the poster during the session to which his/her poster was allocated in order to answer questions and discuss the main results. All posters must include a statement disclosing any conflict of interest.
- Please remove the poster by the end of the conference. Remaining posters will be removed and disposed of by the organisers.

TECHNICAL INSTRUCTIONS FOR SPEAKERS

SPEAKERS' DESK (ROOM 1.12)

- All presentations will be supervised by the centralised Speakers' desk in room 1.12.
- The material for presentation must be delivered there by speakers at least three hours before the afternoon session, or the day before (no later than 6 pm) for morning sessions.
- Staff at the Speakers' desk in room 1.12 will assist the speaker with any issues concerning her/his presentation.

The facilities at the Speakers' desk in room 1.12 include:

- equipment to review presentations
- support by technical staff
- the upload of presentations for dedicated sessions and rooms.

PRESENTATIONS

- PowerPoint projections will be available in all conference rooms.
- Equipment for projecting slides or transparencies will not be available in the conference rooms.
- Usage of personal laptop computers is allowed, if notice is given at the Speakers' desk in room 1.12 at least three hours before the session, or the day before (no later than 6 pm) for morning sessions.
- Speakers are kindly requested to use PowerPoint 2013 or previous versions (Office XP, Office 2003, 2007).
- Please alert the staff at the Speakers' desk in room 1.12 if you are uploading a Prezi presentation and check that it is running properly.
- All presentations must be uploaded, tested and submitted at the Speakers' desk in room 1.12 at least three hours before the afternoon session, or the day before (no later than 6 pm) for morning sessions.
- **All presentations will be copied automatically to the correct meeting room. You will easily find your presentation on the lectern by session, date, hour and speaker.**
- The presentation, along with any videos and pictures it contains, must be in one folder. All the elements must be copied into the folder before being inserted into the presentation.
- The videos included in the presentation must have one of the following extensions: .avi, .mpeg, .mov or .wmv
- For Mac users: export your keynote presentation to PowerPoint for Mac, export your keynote presentation to movie (iMovie, QuickTime video with 'Playback Uses' settings) or export it to PDF. Be aware of the need to edit/reformat the presentation — fonts, images and charts — especially when exporting to PowerPoint for Mac. For embedded movies please use Quicktime to save the movie in *.mpeg 1(2), or *.avi format. Please test the functionality of your presentation as early as possible at the Speakers' desk in room 1.12.
- Only fonts which are included in the basic installation of MS Windows will be available (English version of Windows). Use of other fonts not included in Windows can cause the wrong layout/style of your presentation. Special fonts may be installed, if notice is given at least three hours before the session.
- JPG, GIF, BMP compressed images are the preferred file format for inserted images (other types of extensions will be accepted, as long as they are recognised by PowerPoint).
- The supported data media for downloading presentations are: HDD, CD, DVD (as Data-storage-medium) and USB (memory stick).
- Presentations must be designed in 4:3 format.
- Presenters have to provide adapters for MacBook, iPad, etc.
- You can move slides during your presentation on your own using a pointer wireless mouse or the arrow keys of the keyboard.

ORGANISERS



European Monitoring Centre
for Drugs and Drug Addiction

