



LISBON ADDICTIONS 2019

23–25 OCTOBER 2019
LISBON CONGRESS CENTRE, PORTUGAL
WWW.LISBONADDICTIONS.EU
#LXADDICTIONS19  

Guidelines for Presenters and Chairs

The Programme Committee would like to thank you for contributing to Lisbon Addictions 2019. Below you will find guidelines for chairs, oral presentations, short communications, speakers and e-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 and uploaded to the conference website and app. Delegates who do not wish to be filmed/recorded or hold their contribution in the presence of media/press should inform the conference secretariat lisbonaddictions2019@abreu.pt at least three weeks before the event.

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 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 chair to the audience and welcome the participants to your session.
- While inviting participants to present their papers, announce their full name(s), affiliation and the title of the paper.
- 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 for their presentation, do not allow any questions but say that audience members can approach the speaker after the session.
- If there is time for discussion and questions and none come from the floor, please feel free to ask one yourself to start the discussion.
- Each presenter is allocated to a specific time slot and the order should not be changed unless there is a very strong reason to do so. If the order does need to change, the staff member present in the room needs to be notified, so that an alert can be sent to all conference participants via the app.

GUIDELINES FOR ORAL PRESENTATIONS

- At the beginning of your talk you will be introduced by the session chair. If they have not done so at the time of registration, speakers are asked to provide a brief biographical note by 15 September (to lisbonaddictions2019@abreu.pt) to help the chair introduce them. This note should include your current position and affiliation, background, research interests (approx. 50 words).
- Please arrive in the allocated room at least 10 minutes before the start of the session 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 sessions must run to time – there is no latitude. If you not finish your presentation by the end of your allotted time you will be asked to stop speaking by the session chair. We appreciate your understanding and cooperation.
- You are allocated a specific time slot during your session. The order should not be changed unless there is a very strong reason to do so. If the order does need to change, the staff member present in the room needs to be notified, so that an alert can be sent to all conference participants via the app.
- Presentations must be submitted to the Speakers' corner at the conference venue (please see the section 'Technical instructions for speakers' below).
- When preparing your presentations, 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.
 - With limited time for your presentation, it is recommended you focus on key features of the methods and results rather than on background or sample characteristics.
 - It is rare that speakers can manage to get through more than one slide per minute.
 - 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.
- Please note that presentations will be uploaded to the conference website, unless you explicitly indicate otherwise at the Speakers' corner. Kindly keep this in mind when uploading presentations with notes or provide one version for presentation and another for dissemination.

GUIDELINES FOR STRUCTURED SESSIONS AND WORKSHOPS

- Structured sessions and workshops will last 60 or 90 minutes. Please consult the programme, which will be available on the conference app or www.lisbonaddictions.eu. Time can be allocated to papers and discussion, as required.
- Chairs/proponents of structured sessions or workshops are responsible for contacting all participants in their session, ensuring that they are registered for the conference and for keeping them informed on any matter related to the structured session.

- The chair of a structured session is crucial in making sure that the session is organised appropriately and that there is an interesting debate. Chairs are therefore strongly encouraged to send this 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 SHORT COMMUNICATIONS

- At the beginning of your talk you will be introduced by the session chair. If they have not done so at the time of registration, speakers are asked to provide a brief biographical note by 15 September (to lisbonaddictions2019@abreu.pt) to help the chair introduce them. This note should include your current position and affiliation, background, research interests (approx. 50 words).
- Please arrive in the allocated room at least 10 minutes before the start of the session and introduce yourself to the session chair.
- **VERY IMPORTANT:** Each speaker must keep strictly to the time allowed for their presentation so as not to disadvantage other speakers. This is 8 minutes plus 2 minutes for questions. The conference programme is very tight and so sessions must run to time – there is no latitude. If you not finish your presentation by the end of your allotted time you will be asked to stop speaking by the session chair. We appreciate your understanding and cooperation.
- You are allocated a specific time slot during your session. The order should not be changed unless there is a very strong reason to do so. If the order does need to change, the staff member present in the room needs to be notified, so that an alert can be sent to all conference participants via the app.
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 - 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.
- Please note that presentations will be uploaded to the conference website, unless you explicitly indicate otherwise at the Speakers' corner. Kindly keep this in mind when uploading presentations with notes or provide one version for presentation and another for dissemination.

GUIDELINES FOR E-POSTERS

- All posters will be displayed as e-posters on large format multitouch high resolution monitors; please refer to the following link for examples and tips: eposters.pt/video.html. E-posters will also be available to download as pdf files from a dedicated platform accessible to conference participants.
- Authors are required to use the template available at <https://eposters.pt/la2019template.html> (poster dimensions: 70 x 100 cm).
- Do not use animations.
- Your e-poster may include videos. Please upload your videos in separate files.
- Upload your files to <https://www.eposters.pt/forms/la2019.php> by 1 October.
- All posters must include a statement disclosing any conflict of interest.
- If your e-poster is selected to be part of a guided tour (please consult the programme on the conference app or www.lisbonaddictions.eu) please attend the session to present and discuss the main results. If you cannot participate in the session, you need to inform the conference secretariat lisbonaddictions2019@abreu.pt at least three weeks before the event.

TECHNICAL INSTRUCTIONS FOR SPEAKERS

SPEAKERS' CORNER

- All presentations will be coordinated by conference staff located in the Speakers' corner (please check the app or website for the location of the Speakers' corner).
- Presentation slides and other media must be delivered to the Speakers' corner at least three hours before the afternoon session, or the day before (no later than 6 pm) for morning sessions.
- Staff at the Speakers' corner will assist the speaker with any issues concerning her/his presentation.
- Please note that presentations will be uploaded to the conference website, unless you explicitly indicate otherwise at the Speakers' corner. Kindly keep this in mind when uploading presentations with notes or provide one version for presentation and another for dissemination.

The facilities at the Speakers' corner include:

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

PRESENTATIONS

- PowerPoint slides can be presented in all conference rooms.
- Equipment for projecting 35 mm slides or transparencies will not be available in the conference rooms.
- Usage of personal laptop computers is allowed, provided notice is given at the Speakers' corner 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 2016 or previous versions (Office XP, Office 2003, 2007, 2016).
- Please alert the staff at the Speakers' corner 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' corner at least three hours before the afternoon session, or the day before (no later than 6 pm) for morning sessions.
- Staff at the Speakers' corner will ensure that presentations are 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 presentation to PowerPoint for Mac, export your 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.
- 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

