



# GUIDELINES FOR PRESENTERS AND CHAIRS

**The Programme Committee would like to thank you for contributing to Lisbon Addictions 2022.**

**Below you will find guidelines for chairs and speakers on structured sessions, oral presentations, short communications, e-short communications and e-posters.**

Please be informed that press/media representatives may be present at the conference and there will be photography and filming taking place during the event. The content of your presentation 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 at least three weeks before the event ([lisbonaddictions2022@abreu.pt](mailto:lisbonaddictions2022@abreu.pt)).

## **GUIDELINES FOR SESSION CHAIRS**

- > As a session chair, you should receive the abstracts and bio notes for the speakers in your session by mid-October. Your introduction should be kept very short. Your primary role is to ensure that 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.
- > When inviting participants to present, announce their full name(s), affiliation and 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 on time. 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. Five minutes per presentation are allowed for questions but, especially if your session has more than 4 presentations, you may want to leave all questions to the end of the session, so that all presenters have enough time to present.
- > The rule is to have one presenter per presentation. If you are approached by a presenter asking to split the presentation with two different presenters, and if you think that this will not negatively impact time keeping, you may use your best judgement to decide. However, any such changes will not be reflected in the formal programme of the conference. We strongly advise you not to agree to split presentations in the event that you have more than 4 presentations in your session.
- > If time is used up by presentations and there is no additional time for questions at the end, you may suggest that audience members can approach the speakers after the session.
- > If there is time for questions and none come from the floor, please feel free to ask one yourself.
- > Each presenter is allocated 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 on the basis of the bionote you provided when submitting your abstract.
- > 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 within their allocated time. The conference programme is very tight and sessions must run to time – there is no latitude. If you do 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 read these guidelines thoroughly 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 high contrast, and easy-to-read font types.
  - With limited time for your presentation, it is recommended that 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 their 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](http://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 on the basis of the bio-note you provided when submitting your abstract.
- > 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 on time – there is no latitude. If you do 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 read these guidelines thoroughly 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 high contrast, and easy-to-read font types.
- With limited time for your presentation, it is recommended that 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 their 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-SHORT COMMUNICATIONS

- > E-short communications are pre-recorded presentations that are uploaded in a video format to an e-platform and are available for viewing by participants on multi-touch high-resolution monitors displayed through the conference avenue.
- > Presenters can record their screen while presenting slides. The recording should contain both your content slides and a voice-over or a video of yourself presenting the content.
- > The presentation must be recorded in 720p and its duration must be no more than 8 minutes. Your video file must be in MP4 and be less than 100MB.
- > Please upload your file to <https://lisbonaddictions2022poster.onsitevents.com/admin> between 15 September and 10 November.
- > The details to access to this platform will be received by email before 15 September.

- > Presentation slides should be in landscape orientation (16:9 widescreen).
- > If you have any additional questions regarding the format or upload of e-short communications, please contact [lisbonaddictions@onsitevents.com](mailto:lisbonaddictions@onsitevents.com).

## **GUIDELINES FOR E-POSTERS**

- > All posters will be displayed as e-posters on large format multi-touch high-resolution monitors.
- > E-posters can also be sent to selected recipients as pdf files via the dedicated platform.
- > Authors are required to use the template available at <https://lisbonaddictions2022poster.onsitevents.com/admin> (poster dimensions: 52x85 cm). It is very important that you comply with the template, do not delete the conference banner and do not change the size or the orientation of your poster.
- > The recommended fonts for your poster are Verdana or Arial. It is important to avoid fonts that are difficult to read.
- > Font size must be equal to, or greater than, 26 pts. Keep in mind that using smaller fonts can cause reading difficulties. Font size in graphics and legends must be larger than 22 pts. It is recommended to add the text in graphics/legends only after the graph/legend size is adapted in the template.
- > Select a plain background without ornaments, if possible a clear background, to improve the display: it is important that the background colour contrasts with the text.
- > Do not use animations.
- > Your e-poster may include videos, audio and images as separate files. To be uploaded, videos must be in MP4 and less than 50MB, audio files must be in MP3 and less than 10MB. Images can be uploaded as PNG, JPG or PDF. Please note that we do not recommend that multiple heavy files are uploaded, as this may compromise the display of your poster.
- > Please upload your file to <https://lisbonaddictions2022poster.onsitevents.com/admin> between 15 September and 10 November.
- > The details to access this platform will be received by email before 15 September.
- > All posters must include a statement disclosing any conflict of interest.
- > If you have any additional questions regarding the format or upload of e-posters, please contact [lisbonaddictions@onsitevents.com](mailto:lisbonaddictions@onsitevents.com).
- > 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](http://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 at least three weeks before the event ([lisbonaddictions2022@abreu.pt](mailto:lisbonaddictions2022@abreu.pt)).

## 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 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 16:9 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

