



The Programme Committee would like to thank you for contributing to Lisbon Addictions 2024.

Below you will find **guidelines** on oral presentations, short communications, workshops, e-short communications and e-posters. You'll also find **technical instructions** for speakers.

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 at lisbonaddictions2024@abreu.pt

GUIDELINES FOR ORAL PRESENTATIONS

- > **Format:** In-person presentation.
- > **Timing:** 15 minutes of presentation + 5 minutes for questions. **Stick strictly to the time allocated** to avoid disadvantaging other speakers. The chair will decide if the time allocated for questions will take place after each presentation or at the end.
- > **Arrival:** Be at the allocated room at least 10 minutes before the session starts and introduce yourself to the session chair. At the beginning of the session, the chair will introduce you based on the bio-note provided in the submission platform.
- > **Order of presentation:** The chair will decide in which order each presentation will take place.

GUIDELINES FOR WORKSHOPS

- ▶ **Format:** In-person presentation.
- ▶ **Duration:** 90 minutes.
- ▶ **Preparation:**
- ▶ Chairs/organisers of the workshops are responsible for contacting all contributors (e.g., presenters) and ensuring they are registered for the conference and informed about on any matter related to the workshop session.
- ▶ Chairs/organisers are encouraged to send this document and/or other guidance (e.g., objectives of the session, topics to be discussed, timing...) to presenters in advance.
- ▶ The core principle of the workshop is to gain insight from the audience and interact with them. This interaction is not just encouraged but expected throughout the session.
- ▶ Consider incorporating small group discussions or tasks that encourage participants to collaborate, with the expectation that they will later share their insights with the larger group.
- ▶ As far as possible, allocate at least 10 minutes for a dedicated Questions and Answers session to address any remaining queries and to facilitate deeper discussion.
- ▶ Consider having a co-facilitator or moderator to help manage the discussion flow, ensure all voices are heard, and maintain engagement.
- ▶ Rooms allocated for workshops can accommodate up to 40 people, so plan activities and interactions accordingly.

GUIDELINES FOR SHORT COMMUNICATIONS

- > **Format:** In-person presentation.
- > **Timing:** 8 minutes of presentation + 2 minutes for questions. **Stick strictly to the time allocated** to avoid disadvantaging other speakers. The chair will decide if the time allocated for questions will take place after each presentation or at the end.
- > **Arrival:** Be at the allocated room at least 10 minutes before the session starts and introduce yourself to the session chair. At the beginning of the session, the chair will introduce you based on the bio-note provided in the submission platform.
- > **Order of presentation:** The chair will decide in which order each presentation will take place.

GUIDELINES FOR E-SHORT COMMUNICATIONS

- > **Format:** Electronic presentation.
- > **E-short communications** are pre-recorded presentations in video format that are uploaded to an e-platform and are made available for viewing by delegates on multi-touch high-resolution monitors displayed through the conference avenue.
- > **Preparation:**
 - ▶ Presenters should record their screen while presenting slides. Records can include both content slides and a voice-over or content slides and a video of yourself presenting.
 - ▶ Record in 720p, MP4 format, less than 100MB, and no more than 8 minutes.
 - ▶ Slides should be in 16:9 widescreen.
 - ▶ Contact lisbonaddictions@onsitevents.com for additional questions.
 - ▶ Click [here](#) to visualise E-short communications from the last edition of Lisbon Addictions.
- > **Submission:**
 - ▶ Upload your video between 2 September and 15 October using the provided link <https://lisbonaddictions2024.posters.onsitevents.com/admin>

GUIDELINES FOR E-POSTERS

- > **Format:** Electronic presentation.
- > **E-posters** are visual digital displays summarising recent research or research in progress. All e-posters will be displayed on large multi-touch high-resolution monitors.
- > **Preparation:**
 - ▶ Use the template [provided here](#) and do not modify the conference banner or poster size/orientation.
 - ▶ Use Verdana or Arial fonts (minimum 26pts for text, 22pts for graphics/legends).
 - ▶ Avoid ornate backgrounds; use high-contrast colours.
 - ▶ Do not use animations.
 - ▶ You can include videos (MP4, < 50MB), audio (MP3, <10MB), and images (PNG, JPG, PDF) as separate files. Please note that we do not recommend that multiple heavy files are uploaded, as this may compromise the display of your poster.
 - ▶ Contact lisbonaddictions@onsitevents.com for additional questions.
 - ▶ Click [here](#) to visualise E-short communications from the last edition of Lisbon Addictions.

> **Submission:**

- ▶ Upload your e-poster here between 2 September and 15 October using the provided link <https://lisbonaddictions2024.posters.onsitevents.com/admin>

TECHNICAL INSTRUCTIONS FOR SPEAKERS

PRESENTATIONS

- > Preparation:
 - ▶ Slides should be legible from any part of the room (minimum 18pt font size, high contrast, simple colour schemes). Focus on key features of methods and results rather than background or sample characteristics.
 - ▶ Aim for one slide per minute and pace your presentation appropriately, considering non-native English speakers in the audience.
 - ▶ **Include a conflict-of-interest statement on the second slide.**
 - ▶ **Presentations will be uploaded to the conference website unless otherwise indicated at the Speakers' Corner. Consider providing two versions two versions: one for presentation and one for dissemination.**
- > PowerPoint 2016 or previous versions (Office XP, Office 2003, 2007, 2016) slides can be presented in all 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 18.00) for morning sessions.
- > 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 18.00) 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, if 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.**

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 18.00) 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.

ORGANISERS



ICAD
Instituto para os Comportamentos
Aditivos e as Dependências, I.P.

