



Public mental health re-imagined: a roadmap towards global equity

Scientific scope

The theme of the 2022 Congress is **Public mental health re-imagined: a roadmap towards global equity**. We encourage presenters to connect their presentation to this theme, but we welcome talks from across psychiatric epidemiology and social psychiatry.

Symposium guidelines

You will need your Session ID to prepare your presentation according to the guidelines below. Your Session ID can be found in the “EPA Section 20th congress – provisional schedule” we sent to you from epa2022@psychepi.org. As a reminder, themed symposia are:

- Between 3-6 speakers (min/max) presenting 3-6 abstracts (one per speaker)
- Include a chair and a discussant (who can be the chair or presenter)
- Either 90 minutes or 105 minutes in length

Use the following table as a guideline for preparing timings for your symposium:

| | Number of presentations in your symposium | | | | |
|-------------------------------|---|---|--|-----------------|-----------------|
| | 3 | 4 | 5 | 5 | 6 |
| Total symposium length | 90 mins | 90 mins | 90 mins | 105 mins | 105 mins |
| Session IDs | S04, S23 | S01, S02, S03, S05, S08, S09, S12, S14, S16, S18, S24 | S06, S07, S10, S11, S13, S17, S22, S25 | S19, S21 | S20 |
| Chair’s introduction | 5 mins | 5 mins | 5 mins | 5 mins | 5 mins |
| Presentation length (+ Q&A) | 20 + 5 mins | 15 + 3 mins | 12 + 3 mins | 15 + 3 mins | 12 + 3 mins |
| Discussant | 5 mins | 5 mins | 5 mins | 5 mins | 5 mins |
| General Q&A | 5 mins | 8 mins | 5 mins | 5 mins | 5 mins |

Preparing your symposium presentation

Please follow these instructions:

- The Chair and the Discussant do not need to prepare slides
- All other presenters should prepare their slides in **Microsoft Powerpoint**. We do not recommend other formats. If you are unsure, please contact epa2022@psychepi.org
- **Avoid using Apple Keynote**, or convert the presentation once written to Powerpoint
- **Avoid using PDFs**. PDFs do not give the best results on the AV system used at the Congress
- **Declaration of interests slide**: All presenters should include a “Declaration of Interests” slide as the first slide after their title slide. Declarations of interest should include any perceived or actual interest that could have influenced the design, conduct or interpretation of the results presented, and apply to all listed authors on the submitted abstract. These include potential financial, academic or personal conflicts of interest. If there are no declarations of interest, please state “The authors of this work declaring no competing interests” on this slide.
- The best **aspect ratio for presentations is 16:9**. Please note that presentations in a 4:3 aspect ratio can be presented but will have black borders
- Name your Powerpoint file as follows “**Presentation ID + Surname**”.pptx (or .ppt) i.e. “**S01.04 Kirkbride.pptx**”. Your Presentation ID can be found in the schedule notification email we sent you.
- Live links work best if they are embedded in slides
- Pre-recorded audio or video should be embedded within the Powerpoint presentation
- Copy your presentation to a USB flash drive (memory stick) and bring it with you to the Congress
- Wifi is available throughout the Congress venue, either via Eduroam or our Congress venue’s guest wifi network (access code will be provided to delegates on arrival)
- All rooms will have an internet-connected and audio-enabled laptop provided & a technician available to help resolve any issues. This laptop will be cleaned daily.
- **We do not allow presenters to use their own laptop** at the Congress venue

Presenting your talk at the Congress

- If your presentation is in the main Concert Hall (S1, S7, S13, S19)
 - Our scheduling email will advise you which room you are due to present in
 - Take your presentation to the Speaker Ready Stand at the Congress venue at least thirty minutes before the start of your session. This can be found at the AV desk at the back of the main Concert Hall at the top of the stairs. If a live session is taking place in the Concert Hall, please use the outer staircase to access the rear of the concert hall, accessed from the main lobby.

- Your slides will be automatically setup on screen for presentation before your talk by our technical team.
 - You will control advancing slides at the lectern
 - Use the lectern mic on stage during your presentation
 - Roving mics will be provided in the main Concert Hall during any Q&A sessions. A technician will handle switching these on and off during the Q&A.
- **If your presentation is in Lecture Room 1-5**
- Our scheduling email will advise you which room you are due to present in
 - Bring your presentation with you to the room on a USB stick at least 15 minutes before your session starts
 - Copy your presentation onto the desktop of the laptop provided for presentation in each room
 - When it is time for your talk, open your presentation from the desktop and put the slides in presentation mode (this can usually be accessed from the “Slideshow” tab in the toolbar or by pressing “fn + F5”)
 - You are responsible for advancing your slides
 - At the end of your talk, close down your slides and return the screen to the desktop for the next speaker
 - A technician will be available if you encounter any onsite audio-visual issues during the Congress
 - Microphones will not be required or provided in any Lecture Room (1-5)

Public accessibility

When preparing your presentation, please bear in mind that attendees by lived experience have been invited to attend (and present) at the Congress. We strongly encourage presenters to consider making their presentation accessible to lay audiences by using accessible language throughout their talk. This might include minimising the use of jargon or acronyms, defining key terms or procedures in accessible language, and considering the public health implications of their findings. We believe such presentations improve accessibility and participation for all delegates, regardless of background, and foster and stimulate conversation, debate and new ideas. Finally, we also continue to encourage delegates to retain sufficient technical, clinical and academic information to provide necessary detail for experts by profession to critically evaluate their work. We recognise this is a fine balance, but believe it will make for a more vibrant, inclusive and stimulating environment for all our delegates.

Registration

All presenters are required to register for the Congress by 31 July 2022 at www.psychepi.org/congress/register. Abstracts from unregistered delegates will be removed from the programme after this date.

Contingency planning for COVID-19

If you test positive for COVID-19 and are unable to present your work at the Congress, you have the following options:

1. You may withdraw your presentation from the programme.
2. You may nominate another delegate to present your work on your behalf. This can either be a delegate who is already registered for the Congress, or alternatively you may transfer your registration to a new delegate.
3. You may prerecord your presentation, which will be played in your scheduled presentation time at the Congress. Details of how to record your presentation and where to send it will be provided to you if you require this option. Presentations must be sent to us after 1 September 2022, and must be received at least 24 hours prior to your scheduled presentation time. Please note, we do not offer a live streamed remote presentation option. Please also note, pre-recorded presentations are only offered to delegates who cannot attend the Congress at short notice due to COVID-19 or other unavoidable reasons. All other delegates are expected to present their work in-person at the Congress.

In the eventuality you cannot present your work due to COVID-19, please contact us at epa2022@psychepi.org. Please indicate which option above you prefer, and if relevant, please provide the name and contact details of the delegate who will present on your behalf.

Please note that, as per our [refund policy](#), we are unable to refund delegates for cancellations after 1 July 2022, including in the event that a delegate cannot attend due to COVID-19 or any other reason. Delegates may transfer paid registrations and accommodation to a nominated replacement by informing us in writing at epa2022@psychepi.org prior to the start of Congress.

Full details of the measures we are taking to minimise the risk of COVID-19 during the Congress can be found on [this page](#).

Queries

If you have any queries about your presentation, please contact epa2022@psychepi.org

We look forward to seeing you at the 20th Congress. Thank you for your contribution to what promises to be an exciting and special meeting showcasing the latest research in psychiatric epidemiology and social psychiatry.

Contact details

Website: www.psychepi.org/congress

Twitter: [@EPAPsyEpi](https://twitter.com/EPAPsyEpi)

Official Congress hashtag: [#EPAPsyEpi2022](https://twitter.com/EPAPsyEpi2022)

Contact: epa2022@psychepi.org

The latest version of these guidelines can be found on our [Congress website](#).

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