



Oral presentation guidelines

Your talk has been scheduled as part of a symposium or for a standard oral presentation at our Congress. You will need your Session ID to prepare your presentation according to the guidelines below. Your Session ID can be found in the schedule notification email we sent you.

- Each of the 26 symposia is numbered S01-S26 and includes max 6 speakers.
- We have tried to group standard oral presentations by broad themes in one of 23 parallel sessions during the Congress. Each of these sessions is numbered OP01-OP23, and has been scheduled to include max 6 speakers. One presenter from each session will be invited to Chair the session and will manage time-keeping and the Q&A session.
- Use the following table as a guideline for preparing your presentation:

	Oral presentation session		
Number of speakers	6	5	4
Total session time	90 mins	90 mins	90 mins
Chair's welcome	1 min	1 min	1 min
Each presentation			
Introduction by chair	1 min	1 min	1 min
Presentation (length + Q&A)	11 + 2 mins	14 + 2 mins	18 + 2 mins
Chair's closing words	1 min	1 min	1 min
Remaining time*	4 mins	3 mins	4 mins

*Remaining time is provided to allow for changeover between speakers, and in case of any technical delays. It should not be used to extend allocated presentations.

Preparing your oral presentation

Please follow these instructions:

- Prepare your slides in **Microsoft Powerpoint**. We do not recommend other formats. If you are unsure, please contact epalausanne2024@chuv.ch.
- **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 should 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. "**OP01.04_Strippoli.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.
- Wi-Fi is available throughout the Congress venue, either via Eduroam or our Congress venue's guest Wi-Fi network (access code will be provided to delegates on arrival).
- All rooms will have an internet-connected and audio-enabled laptop provided and a technician available to help resolve any issues. This laptop will be cleaned daily.
- **We do not allow presenters to use their own laptops** at the Congress venue.
- We kindly remind you to **bring a 230V foreign plug adapter**.

Presenting your talk at the Congress

- Our scheduling email will advise you in which room you are due to present.
- 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.

Registration

All presenters were required to register for the Congress by 30 June 2024 at <https://www.psychepi.org/congress/epapsyepi24-registration/>.

Abstracts from unregistered delegates were removed from the program after this date.

Queries

For any queries about your presentation please contact epalausanne2024@chuv.ch.

Scientific Advisory Board

Our [Scientific Committee](#) includes experts from across the breadth of psychiatric epidemiology, social psychiatry and public mental health, and includes diversity by geographical location, gender, lived experience and age. The members of our Scientific Committee are:

Last name	First name	Country	Last name	First name	Country
Bonsack	Charles	CH	Preisig	Martin	CH
Butterworth	Peter	AU	Riedel-Heller	Steffi	DE
Colman	Ian	CA	Skoog	Ingmar	SE
Galloway	Rory	UK	Sonesone	Emma	UK
Kirkbride	James	UK	Stevellink	Sharon	UK
Lieb	Roselind	CH	Stewart	Robert	UK
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