

WAIMH Leipzig World Congress
Guidelines for Presenters

Congress Language: English

1. General important information for speakers

Projection Technique

Data projection & video projection (digital video) is provided in all main rooms
Video projection (VHS player) is provided in seminar room 9 and seminar room 12
Overhead projectors are provided only on request.
Photographic slides cannot be shown.

Preparation

Only talks saved on a data medium, a USB stick or CD-ROM will be approved. All usual formats (Windows-) PowerPoint-Presentations up to version 2003 are approved. MAC-users are requested to bring already converted presentations. A converter of Version 2007 will be available on-site. For videos the Version 9 of WMV video format is preferred. Only with these formats is a timely and functional presentation secured.

In an exceptional case of other video formats a conversion is only possible if the delivery of the video occurs at least 60 minutes prior to the presentation (a one-day advance delivery for conversion is preferred).

In the congress centre it is not possible to use your own laptops. Speakers who arrive with their own notebook have to go to the speakers preview room as well and all data will be transferred by a technician to the adequate conference room.

The data medium should be submitted to the speakers preview room at latest 2 hours prior to the talk. Each speaker can review his or her talk again there on the computer system and still make changes if necessary. Our technicians will be more than pleased to help you.

Presentations will be directly transferred by a technician to the computer of the assigned conference room.

Presenters who give their talk after the first congress day, we kindly ask to submit their presentations after the rush on the first day.

One important aspect for speakers in the morning meetings:
Please submit your presentations as early as the evening before so as to avoid a "mad-rush" in the early morning.

Videos must be submitted to the preview room and reviewed at the latest 2 hours prior to start of the talk session. There must be a separate file available for the videos. Please submit files in Windows-compatible format (wmv).

The speakers preview room is located at Level 2, room number 8 at the congress center and is signposted accordingly.

We request all speakers to strictly follow these instructions in order to ensure minimum possible disruption to the congress.

Should you have any questions, please do not hesitate to contact the preview room or the hostesses of the registration desk at any time.

For all questions before the conference, please contact Sebastian.Kober@leipziger-messe.de

2. Guidelines for presentation categories

Clinical Teach-in

The goal of a teach-in is to review experience and knowledge about clinical experience/cases. Teach-ins are scheduled for 90 minutes.

Poster

Poster presentations are best suited to reporting of results from a single empirical investigation or presentations of a clinical, educational, training, evaluation, or intervention program. Posters are displayed

for half a day. The author(s) must be present at the poster at a scheduled 1,5 -hour period in order to discuss the poster with participants.

The size of your poster should not exceed 120 cm / 47.24 inch (height) and 90 cm / 35.43 inch (width). Adhesive double sided tape will be provided on-site to fix the posters on the poster boards.

Posters will be exhibited in the congress center at Level 1, in front of the plenary hall (hall 1) from Wednesday, June 30th to Saturday, July 3rd.

Mounting time is daily from 08:00 a.m. to 10:00a.m.

Posters must be dismounted daily between 17:30 and 19:00 at the latest (Saturday, July 3rd until 04:00p.m. at the latest).

The official poster walks will take place as follows: Wednesday, Thursday and Saturday 12.00-13.30 and on Friday 12.30-14.00. The authors are kindly asked to be available for discussion during this time.

Please note that we cannot guarantee to preserve your poster after dismounting time.

Poster Workshop

Poster Workshops are scheduled for 90 minutes. For size of the poster, see guidelines for Posters. Posters for poster workshops have to be fixed on the boards in the relative rooms before the beginning of the session and have to be dismounted immediately after the poster workshop.

While the workshop facilitator has some flexibility in managing the timing of sections, each workshop will consist of 5 parts.

Introduction and Orientation (~5 minutes): At the outset of the session, the predetermined workshop facilitator will review the goals and give a basic overview of the timing of the workshop. He or she may comment on the theme of the workshop (e.g., what ties the group of posters together).

Poster Viewing (~40 minutes): During this phase of the workshop, attendees are encouraged to circulate among the posters. Presenters should be at their poster to answer questions and briefly discuss findings with attendees (much like a standard poster session). The facilitator will also circulate and meet with presenters.

Group Discussion (~20 minutes): The facilitator will call upon presenters to speak to aspects of their work and/or present an overview of the main points of the poster. Given the average number of posters per session these comments will need to be brief and presenters are encouraged to prepare 3-5 minutes worth of comments ahead of time.

Question and Answer (~20 minutes): Attendees will have the chance to ask questions and/or comment on the posters. The facilitator will coordinate the Q&A section.

Wrap-up (~5 minutes): The facilitator makes closing comments.

Presenters are encouraged to bring abstracts or 1-page "copies" of their posters for attendees.

Workshop

Workshops are designed to exchange information about a particular body of knowledge, clinical treatment, teaching technique, assessment or research instrument, or methodology. A workshop should include a small number of presenters (generally no more than two) and the emphasis should be on disseminating specific knowledge. Because workshops are tutorial in nature, active discussion between audience and presenters should take place throughout the session. Workshops are scheduled for 90 minutes.

Symposium

A symposium should include three or four presentations on a related topic (clinical issue, research finding, policy issue). Symposia that feature active panel debate about a topic, or present various perspectives about a topic, were preferred to those in which speakers all report from the same perspective. It is important to recognize the interdisciplinary and international nature of WAIMH when organizing a symposium. Preference was also be given to symposia that report longitudinal outcomes of 0-3 clinical and scientific studies.

Symposia are scheduled for 90 minutes, 30 of which should involve active discussion with the audience. Presenters of a symposium need to communicate with each other on the length of individual presentations and tell also the chair persons of how the symposium is structured. Chair persons are urged to ensure that the length of the talk is strictly complied with, as is the course of the program.

Video Presentation

Video presentations are used to demonstrate or teach about new clinical or research evaluation tools and methods. These presentations run once during the time of parallel sessions, and are restricted to 45

minutes. Presenters must be available at the scheduled time. The format WMV is playable on the DVD device on PCs, and is preferred. Videos of video cassettes (VHS) are playable with both formats – PAL and NTSC. If you are showing VHS videos, please contact congress@waimh.org. Videos of digital video disks (DVD) are playable if a DVD has the country code 2 or is country code free (NTSC and PAL). Special video formats have to be approved well in advance of the congress (s.kaunat@ccl-leipzig.de).

At the Speakers Preview Room, PowerPoint presentations with (Windows) Version 2003 will be accepted. The Speakers are requested to convert their presentation accordingly. A converter of Version 2007 will be available on-site. The Version 9 of WMV video format is preferred. Only with these formats is a timely and functional presentation secured. In an exceptional case of other video formats a conversion is only possible if the delivery of the video occurs at least 60 minutes prior to the presentation (a one-day advance delivery for conversion is preferred).