# Guidelines for Presentations and Poster Sessions

# Conference of the International Academy of Family Psychology

# "Families in Difficult Times: Conflict, Covid, and Cyberspace"

Online, October 10 – October 12, 2022

## 1. Presentations

Generally, presentation slots are 20 minutes in length. We suggest that presentations should not exceed 15 minutes to leave 5 minutes for discussion. Please refer to the program to check the length of your presentation.

The conference will be conducted via Zoom. The link will be sent shortly before the conference.

You can either pre-record the presentation or present live in stream. <u>If you choose to pre-record the presentation, please be available in the chat for questions and discussion.</u>

## 1.1 Pre-recorded presentations

Presentations should state the abstract's title, author(s) and affiliation(s) on the first slide. We recommend creating slides using MS PowerPoint in widescreen format (16:9). Please use high-contrast colors for best definition of your text and illustrations.

If you choose to pre-record your presentation, it is important that the image of the presentation and the sound are of good quality. Therefore, we ask that you record the sound with the help of a **headset** and not use the built-in microphone of the computer. Preferably, the videos should be recorded in FullHD (1920x1080 pixels, 16:9) in 25 FPS (frames per second) in MP4 format. If FullHD is not possible, please make sure that the slides are easy to read. Please send the videos with low compression, i.e. with high quality instead of a small file size. In case you are not recording the presenting author as well, it might be a good idea to include a photo on the first slide. Please send us a finished file so that we do not have to edit the videos.

You can either record the presentation directly using Zoom/Microsoft Teams/Webex or a similar program or record the image and sound using a screen-capturing program.

If you decide to record your presentation via screen-capturing, we recommend the program „Camtasia" (not free of charge). An option free of charge is „OBS Studio", but it is more suitable for experienced users. You can find other free screen recording tools here: https://www.ispringsolutions.com/blog/10-best-screen-recording-software-for-windows-free-and-paid/amp

If you have any further questions regarding the recording, we will be happy to put you in touch with the service provider responsible for the technical part of the conference.

Please submit your final pre-recorded presentation to iafp@dji.de (as a MP4 file) by **September 26th, 2022**, but no later than October 3rd, 2022, for ideal integration into the livestream.

## 1.2 Digital live presentations

Presentations should state the abstract's title, author(s) and affiliation(s) on the first slide. We recommend creating slides using MS PowerPoint in widescreen format (16:9). Please use high-contrast colors for best definition of your text and illustrations.

It is important that the sound is of good quality. Therefore, we ask that you use a **headset** and not the built-in microphone of the computer. It is planned that all presenters share their presentation live in stream. However, we ask that you send us the presentation in advance so that we can help in case technical problems arise.

Therefore, please submit your final presentation to iafp@dji.de (as a PPTX or PDF file) by **September 26th, 2022**, but no later than October 3rd, 2022, for ideal integration into the livestream.

## 2. Poster presentations

Posters will be presented during one of two poster sessions. Each presenter will get the opportunity to present his or her poster in a break out session. However, since navigating the poster on the screen may be inconvenient, all posters will also be available through our conference padlet, not only during the time of the poster sessions, but during the entire meeting and the subsequent two weeks. In padlet, all participants can select each poster and zoom in in order to read it. The link to the padlet will be sent to all participants together with the Zoom-link shortly before the conference.

Please send us your poster by **September 26th, 2022**, but no later than October 3rd, 2022, so that we can integrate it into padlet, to iafp@dji.de. Please send the poster as a PDF in portrait format, corresponding to DIN A0. Posters must include the submitted abstract's title, author(s) and affiliations(s). They should be self-contained and self-explanatory. Please use high-contrast colors for best definition of your text and illustrations.