

## INSTRUCTIONS FOR ORAL PRESENTERS

Thank you for your willingness to give an oral presentation during the 9<sup>th</sup> World Congress on Women's Mental Health (IAWMH2022).

For your convenience, we have summarised the most important information for your oral presentation at IAWMH2022 below. You will receive another e-mail prior to the congress with the latest information about the congress (important information for all delegates), please keep an eye out for this important information.

### 1. BEFORE THE CONFERENCE

#### Session programme

All sessions with an oral presentation will last 90 minutes on a specific day and time that can be found in the programme. The final programme is published on the website and can be found and downloaded [here](#).

The times of your presentation can also be found in the congress programme. Unfortunately, there is no possibility to change the date and time of the oral presentation and/or make any changes in your abstract.

#### To be delivered before the conference

If you wish to make any changes, please be informed that all information should be sent to Klinkhamer Group by **Friday 30 September 2022**. If the information is not submitted by this date, the organisation will assume that the information submitted is correct.

#### IMPORTANT:

Information requested by **Friday 30 September 2022 – 5:00 PM CEST**

- Notification of small changes to names of presenters, authors, titles and affiliations or the abstract title. Unfortunately, no more changes can be made to the abstract core text.
- Changes to the sequence of your session (if not already provided or final).

### 2. PREPARING YOUR ORAL PRESENTATION

#### Content and language

Speakers are fully responsible for the content of the presentation (order, graphics, etc.). All presentations and questions must be in English, as English is the official language of the conference.

#### Programme and abstract book

Your presentation title and abstract will be published in the digital abstract book.

##### - Symposium Session

Oral presentations in a symposium should last 20 minutes (including 5 minutes for Q&A) each. Oral presenters are requested to not exceed their allocated time. The time schedule will be strictly followed due to the nature of the program.

##### - Oral Session

Oral presentations should last 15 minutes (including 5 minutes for Q&A) each. Oral presenters are requested to not exceed their allocated time. The time schedule will be strictly followed due to the nature of the program.

#### Conference Secretariat

Klinkhamer Group | conferences & events  
Duboisdomein 5D 01  
6229 GT Maastricht, The Netherlands

E: [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com)  
T: +31(0)43-36 27 008

### 3. DURING THE CONFERENCE

Oral presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the Congress venue. We kindly ask all speakers to make sure that the presentations are saved to the laptop in the room they are presenting. In case you need any help with this, you can ask your session chair or a technician of the venue to help you with this.

#### **Meeting room and technicalities**

Unfortunately, it is not possible to use your own laptop. The laptop in the presentation room is linked to the screen and the audio facilities. Also, a lectern with a microphone will be available for all speakers. If you need additional equipment, please inform the conference secretariat accordingly.

#### **Session chair**

As an oral presenter you should arrive approximately 10 minutes before the start of the session. The session chair will welcome and guide you. The session chair will also introduce you when your presentation is due to start. If there are any problems, you can contact the session chair. They are in contact with the AV supplier.

#### **Screen format**

All presentations should meet commonly compatible format, preferably using PowerPoint version 2010 or higher in 16:9 aspect ratio.

Supported files are:

- Presentation: PPT, PPA, PPTA, PPTX, PDF
- Video: AVI, MPG, MP4, WMV
- Audio: WMA, MP3, WAV
- Pictures: JPG

If the presentation includes audio (sound or voice), animation or short movie file(s), speakers are advised to save each file separately and test in advance.

#### For MAC users:

In order to use MAC presentations on a PC compatible computer please note that you need to prepare it according to the instructions below, before bringing it to the meeting room:

- Use a common font, such as Arial, Times New Roman, Verdana, etc. (special fonts might be changed to a default font on a PowerPoint-based PC).
- Insert pictures as JPG files (and not TIF, PNG or PICT – these images will not be visible on a PowerPoint-based PC).
- Use a common movie format, such as AVI, MPG and WMV. MOV files from QuickTime will not be visible on a PowerPoint-based PC.
- Alternatively, you may use your own laptop computer. In such a case please provide it with a VGA adaptor for external signal. Please test carefully in advance.

Please note: download the PowerPoint format you need to use [here](#) for making your presentation.

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WOMEN'S MENTAL HEALTH

# Determination & Solidarity

6-9 NOVEMBER 2022

MAASTRICHT  
THE NETHERLANDS

#### 4. QUESTIONS?

If you have any queries or need further information about the conference facilities or registrations, please contact the conference secretariat at [helpdesk@klinkhamergroup.com](mailto:helpdesk@klinkhamergroup.com). More information can be found on the congress website, <https://www.iawmh2022.org/>

We look forward to meeting you in person in Maastricht!

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