



INSTRUCTIONS FOR PRE-CONFERENCE PSYCHOSOCIAL ACADEMY WORKSHOPS

For your convenience, we have summarized the most important information for your Psychosocial Academy Workshop prior to IPOS 2024 Congress below. Please pay close attention to the information.

1. BEFORE THE CONGRESS

Pre-conference psychosocial academy workshop

Please note that all pre-conference psychosocial academy workshops will be held one day prior to the congress, on Tuesday, 24th September, 2024. The final programme is recently published and can be found [here](#).

The timeslots of all workshops can also be found on the website. Unfortunately, there is no possibility to change the date and time of the workshop.

Abstract book

Your submitted abstract will be published in the abstract book which will be provided. Changes in the abstract book as well as adding author names can be implemented till July 31st, 2024. After this date, changes can no longer be implemented.

2. PREPARING YOUR PRE-CONFERENCE PSYCHOSOCIAL ACADEMY WORKSHOP

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 congress.

Workshop duration

Most pre-conference psychosocial academy workshops are 1,5 hours in duration, except for workshop 1 and 8, which are 3 hours long, including a coffee break. This information is also reflected in the final programme on the website.

Presenters are requested not to exceed their allocated time. The schedule will be strictly followed due to the programmes structure. If you have any questions or uncertainties about the duration of your presentation, please contact helpdesk@klinkhamergroup.com.

Workshop formats and screen

All workshops have to include a **disclosure slide**. The disclosure slide template can be found on [this page](#).

Pre-conference psychosocial academy workshops presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the congress.

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 a 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.

3. DURING THE PRE-CONFERENCE PSYCHOSOCIAL ACADEMY WORKSHOPS

Arrival at the congress

Once you arrive at the congress, you can pick up your badge and congress materials at the registration desk.

Speaker ready room

Presenters are requested to bring their presentation files on a flash drive (USB memory stick) to the Speaker ready room. We kindly ask all speakers to make sure that the presentations are ready in the Speaker ready room at least 20 minutes before the session you are presenting in. In the Speaker ready room we have a technician available whom can assist you with the preparations of your presentation. The technician will make sure that your presentation is available in the meeting room you are presenting.

Meeting room and technicalities

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

WIFI

Free WIFI is available in the venue. An access code will be provided to you by the organization on-site or is not necessary. Please note that the provided WIFI connection is suitable for emailing and browsing but not for heavy down- and uploading.

4. QUESTIONS OR CANCEL PRE-CONFERENCE PSYCHOSOCIAL ACADEMY WORKSHOP?

If for any reason, you are unable to attend or if you have any questions, please contact the congress secretariat Klinkhamer | conferences & events via helpdesk@klinkhamergroup.com.