

INEBRIA 2021 Guidelines Workshop Presentations

Congratulations on being selected to present at the INEBRIA 2021 Virtual Conference, and thank you in advance for your contribution to expand our knowledge base!

The Scientific Committee encourages high quality presentations with content corresponding closely to that of the submitted abstract. Please follow the guidelines given below carefully while preparing the presentation slides and for presenting at the conference.

General Guidelines

- The presentation should be delivered in English.
- Each workshop will be given a 120-minute slot.
- It is mandatory for all the workshop facilitators to register in order to be able to present at the conference. You can register at: <https://www.inebriaconference.com/registrations>

Prior to the conference: Sending materials to the INEBRIA Scientific Committee

- All the authors must prepare:
 - i. **A brief concept note** (around 500 words), which should include the workshop structure and content, a list of interactive elements involved (i.e. polls, breakout rooms, etc.), and a list of any other requirements from the workshop participants (paper, stationary, etc.).

Note on interactive features: With the help of the host, you will be able to have polls (yes or no questions that receive feedback from event attendees immediately), monitor Qs asked from the attendees, view participant reactions, invite participants to speak, create and manage breakout rooms, and take session breaks.

Please title this Concept Note using the following format:

Workshop_First and last name of author_first three words of workshop title_ concept note
For example: Workshop_Yashi Gandhi_Understanding substance use_concept note

Please note: It is mandatory for you to e-mail the concept note to us by 20th August 2021. We will make these concept notes available on our website so that participants can choose which workshop they would like to attend.

- ii. **Presentation slides (Power point format only)**

The slides should include information on title of the workshop, facilitators, goals of the workshop, activities and other related content based on the structure decided by the facilitators.

Please title the file containing the presentation slides using the following format:
Workshop_First and last name of author_first three words of workshop title_slides
For example: Workshop_Yashi Gandhi_Understanding substance use_slides

Please note: Given that this is a virtual conference, it is mandatory for all authors to e-mail the presentation slides to us by 5th September 2021.

Other recommendations:

- Use a minimum font size of 18.
- Consider using a sans-serif font (e.g., Helvetica, Arial) for titles and headings.
- Use a white/light-coloured background and a dark-coloured text.
- Use graphics instead of text when feasible, and avoid large blocks of text.
- Present numerical data in the form of graphs with clear labels, rather than tables wherever possible.
- Please carefully consider the use of animations, videos or sound as part of your presentation. Sometimes, these audio-visuals can be disruptive or lag during your presentation.

On the Day of the Conference

- All facilitators will be sent a unique link to join their respective Airmeet session.
- All workshop facilitators should join the link at least 15-minutes before the session starts. A member of the INEBRIA team (host) will be waiting for you, and the 15-minutes will be used to acquaint you to the Airmeet features, test your audio and video, and will also assist in overall facilitation of your session.
- Please keep your video on while presenting as much as possible.
- You will not be required to share your screen. An INEBRIA team member (host) will share their screen and present the slides on your behalf.

Speaker guide for using Airmeet, our virtual platform

Written

<https://www.airmeet.com/hub/product-blog/step-by-step-guide-use-airmeet-for-speakers/>

Video

<https://www.loom.com/share/bbeea54beb124816ae304aa4655b4281>

Contact information

For presentation-related queries

Ankur Garg: inebriaconference@sangath.in

For platform-related (AirMeet) queries

Luanna Fernandes: luanna.fernandes@sangath.in