



INEBRIA 2021 Guidelines Individual Oral 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 presentation will be given a 20-minute slot.
 - 15 minutes: Oral presentation by the author
 - 5 minutes: Q&A with the audience
- The presentation must be delivered by one person. It is mandatory for the presenting author to register in order to be able to present at the conference. You can register at: <https://www.inebriaconference.com/registrations>

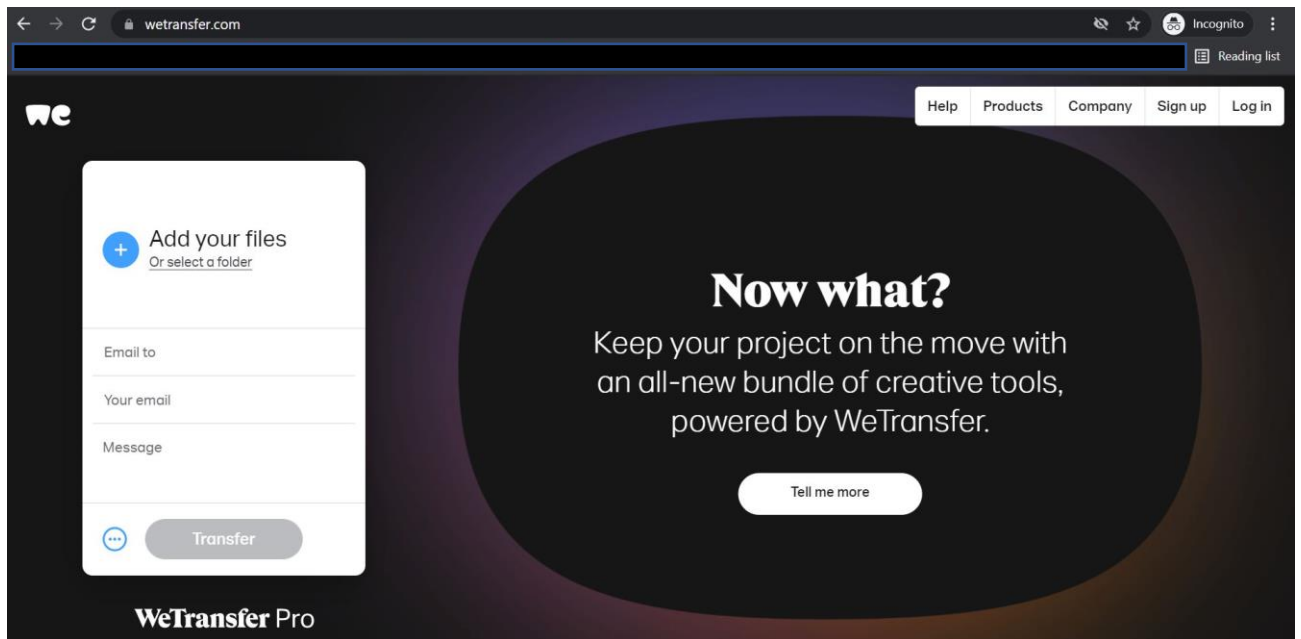
Prior to the conference: Sending materials to the INEBRIA Scientific Committee

- All the authors must prepare:
 - i. Presentation slides (Power point format only)
 - ii. Pre-recording of the 15-minute oral presentation (MP4 file format only)

Please note: Given that this is a virtual conference, it is mandatory for all authors to share both the aforementioned files with us by 5th September 2021. This will be very useful if connectivity issues prevent the speaker from presenting 'live'.

- Before making the submission, please title both your files in the following format:
First and last name of author_first three words of abstract title_slides/recording
For example: Yashi Gandhi_Understanding substance use_slides

- We request you to share the following documents with us using WeTransfer only. Please follow the steps outlined below:
 - I. Open <https://wetransfer.com/> on your browser
 - II. Add both your files by clicking on the 'plus' sign
 - III. For the 'Email to' field: enter inebriaconference@sangath.in
 - IV. For the 'Your email' field: enter the presenting author's email ID
 - V. Click on 'Transfer'



Guidance on creating presentation slides

The sequence of the slides should be as follows:

- i. Title of presentation, names of authors and institutional affiliations.
Please note: For reasons of transparency, possible Conflicts of Interest between authors must be mentioned in the first slide.
- ii. Introduction: Background information and purpose/rationale of the study
- iii. Methods: Describe the experimental design, setting(s), sample size, techniques, data analysis procedures, approach and/or statistical procedures used as applicable
- iv. Results: Brief description of the data and findings
- v. Discussion/Conclusions: Communicate the interpretation of the results and indicate their relevance, describing how this will add new information to the field
- vi. References

Other recommendations:

- Limit your presentation to a maximum of 15-20 Powerpoint slides.
- 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

- Every presenter will be sent a unique link to join their respective Airmeet session.
- All speakers 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

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For platform-related (AirMeet) queries

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