INEBRIA 2021 Guidelines
Symposium 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 symposium will be given a **90-minute slot.**
  i. 5 minutes: An Introduction to the theme and presenters (preferably by the Chairperson)
  ii. 80 minutes: 4 individual presentations based on abstracts submitted
  - Each individual presentation is allotted 20 minutes in total
  - 15 minutes: Presentation
  - 5 minutes: Live Q&A from the audience
  iii. 5 minutes: Closing remarks (preferably by the Chairperson)
- It is mandatory for the chairperson and all presenting authors 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

- It is the responsibility of the Chairperson of the Symposium to provide to us the following:

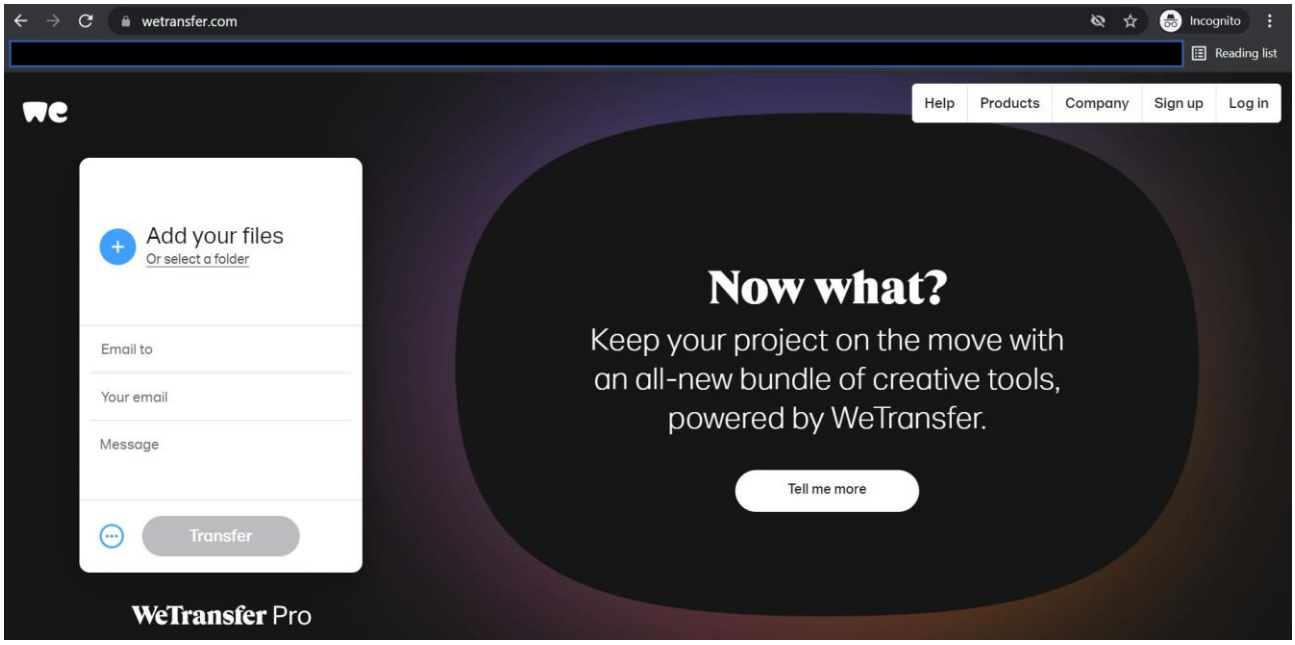
i. Presentation slides (Power point format only) for ALL of the elements: the 5-minute Introduction, for each of the 4 Individual Presentations, and for the 5-minute Closing Remarks.
ii. Pre-recorded videos (MP4 file format only) of ALL the of the elements – the 5-minute Introduction, for each of the 4 Individual Presentations, and the 5-minute Closing Remarks

Hence for each Symposium there will need to be six PowerPoint files and six video-recordings.

Please note: Given that this is a virtual conference, it is mandatory for all Symposium Chairpersons to share all of 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 all of the files (powerpoint slides and pre-recorded videos) in the following format:
  First words of the Symposium Title_First and last name of author_first three words of abstract title/Introduction/Conclusion_slides/recording
  Example: Understanding brief intervention_Yashi Gandhi_An exploratory study_recording
  Or: Understanding brief intervention_Yashi Gandhi_An exploratory study_slides

- We request you to share all of these files with us using WeTransfer only.
  Please follow the steps outlined below:
  I. Open https://wetransfer.com/ on your browser
  II. Add all of your files by clicking on the 'plus' sign (as shown in the screenshot below)
  III. For the 'Email to' field: enter inebriaconference@sangath.in
  IV. For the 'Your email' field: enter the Symposium Chairperson's email ID
  V. Click on 'Transfer'



Guidance on creating presentation slides

The Introduction symposium slide should consist of following details in sequence- Title of the symposium, name of the Chairperson and presenting authors, and affiliations; and then any further slides with content about the 5-minute Introduction.

The sequence of the slides for each individual abstract should be as follows:

i. Title of presentation, names of authors for each abstract 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 each individual presentation to a maximum of 15-20 Powerpoint slides of content.
- 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 their respective symposium 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