



International Congress of Psychology

2024

July 21 - 26, Prague, Czech Republic

ICP 2024 SPEAKERS' GUIDELINES

We are looking forward to your contribution to the ICP 2024 Programme. Please read this document carefully. The purpose of this document is to:

- Advise speakers on the required format when preparing their presentations for the ICP 2024 Congress;
- Assist you in preparing a presentation that will allow the audience to get the maximum benefit from your speech, and will enable the organizers to ensure that the conference will be conducted smoothly.

Registration Desk Opening Hours

Registration Desk is located at the Main Entrance to the O2 Universum.

Sunday 21 July	15:00 – 20:00 (8:00 – 13:00 for workshops)
Monday 22 July	08:00 – 17:00
Tuesday 23 July	08:00 – 17:00
Wednesday 24 July	08:00 – 17:00
Thursday 25 July	08:00 – 17:00
Friday 26 July	08:00 – 15:00

Your official participant name badge is required for admission to the Venue and to all congress events (see what is included in the [registration fee](#) . For security reasons, participants are requested to wear their badge at all times. Please note that **only registered delegates** has the access to the Scientific Sessions and Exhibition.

Accompanying person does not have an access to any of the Scientific Sessions and Exhibition.

Speaker Preview Room

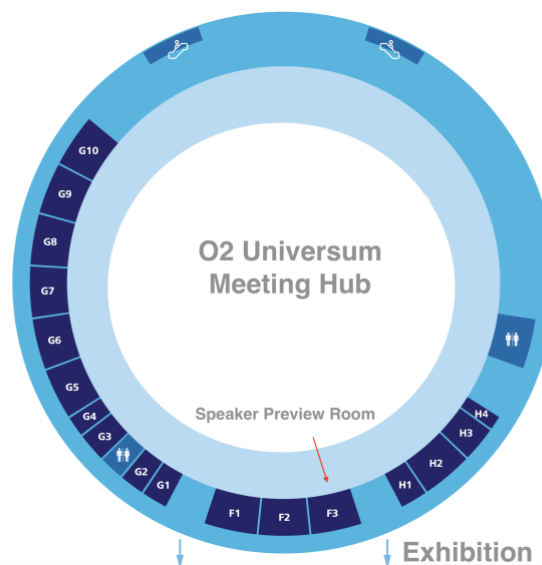
This room has been designed to allow speakers a place to prepare their presentation and upload them to the congress system. Speakers are able to update presentations up to 4 hours before their session starts using computers located in the Speaker Preview Room. Speakers will not be allowed to change their presentation less than 4 hours before their session. There is no possibility for the speakers to upload their presentation in the meeting rooms. We highly recommend to upload your presentation in advance to be sure your session is ready to go. A single computerized system will manage all projections and will send the presentations to the assigned session rooms automatically.

In the Speaker Preview Room, a technician helps the speaker to transfer his or her presentation into the system. When the transfer is complete, the technician performs a quick run of the presentation with the speaker to check whether the presentation runs correctly and all parts of the presentation are copied.

We recommend that all speakers come to the Speaker Preview Room to check their presentation uploaded online.

If your presentation is in the morning please come the day before.

Speaker Preview Room is located at the O2 Universum Meeting Hub – meeting Room „F3“ see picture below.

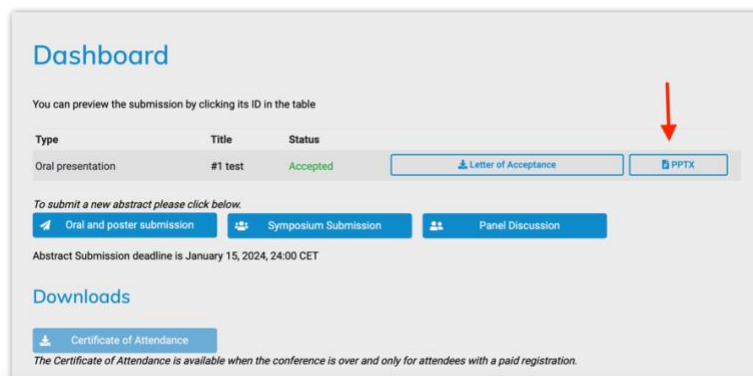


Speaker Preview Opening Hours:

Sunday 21 July	12:00 – 15:00 (same access as for Workshops, on Sunday only)
Monday 22 July	08:00 – 17:00
Tuesday 23 July	08:00 – 17:00
Wednesday 24 July	08:00 – 17:00
Thursday 25 July	08:00 – 17:00
Friday 26 July	08:00 – 13:00

Uploading the Presentation:

- By July 18 12:00 PM CEST– upload your presentation online via your ICP 2024 account dashboard – see below
- From July 21 12:00 PM CEST – upload your presentation onsite in the Speakers Preview Room
- Name your file as - date of the presentation_name of the speaker_room number; example: **22072024_John Smith_D8** before you upload it.
- Bring your presentation on the USB stick.



Duration of the sessions:

Main Stage events – varies from 60 minutes to 90 minutes including Q&A

Invited Address – 45 minutes including Q&A

Symposia and Invited Symposia – 90 minutes including Q&A

Panel Discussions and Invited Panel Discussion 60 – 90 minutes including Q&A

Rapid Communication Poster – 10 minutes including Q&A

Poster session – 120 minutes

On the day of your presentation

1. Locating your room

Your session is being assigned with a time, date, and location. You will be able to check the programme and all updates on the MobileApp before your arrival, searching for your name or presentation title.



International Congress of Psychology

2024

July 21 - 26, Prague, Czech Republic

There will be a staff member operating the session rooms and a floating technician available at the venue.

2. Session rooms

All sessions rooms are equipped with the projector and screen including presentation PC or laptop. It is not allowed to connect your own laptop or memory stick. Use Speaker Preview Room for any updates or uploads. Session laptops are not connected to the internet so avoid using hyperlinks or any online sources during your presentation.

All speakers are required to upload their presentation online (until July 18) or onsite in the Speaker Preview Room **4 hours before** their session starts.

Speakers are required to come to their session room 15 minutes before the session block starts to check all is ready for the presentation.

In each presentation room, an assistant starts each presentation at the right time and when the presentation is launched, the speaker has control and can navigate with a remote device.

3. Chairing of individual sessions

The first speaker in the oral session will take the role of the chairperson for the session. In case of the first speaker's absence, the second speaker will take over the chairperson's role. The chairperson is to ensure that each speaker's presentation is within the 15 minute time window and that the total duration of the session is within max. 120 minutes. Please click here for „[Guidelines for Chairs](#)“ to see details.

Symposia: the Symposium Chair is responsible for running the session.

4. PowerPoint Presentation Guidelines

Your effort in producing your PowerPoint presentation will be wasted if your audience cannot read it! Therefore please pay particular attention to the following rules and recommendations:

- All presentations must be made and held in English.
- Text on slides;
- 7x7 guideline: A maximum of seven words per line and seven lines per slide will improve the communication value of your slide;
- Edit titles and long sentences to fit into only one line;
- Use only one sub-level;

- Boldface text carries more weight;



- Use color with purpose, not as decoration;
- Do not use footnotes;
- Visual aids used in a presentation must be as simple as possible, you will have to eliminate all unnecessary details;
- Ensure that you are allowed to use the photos contained in your presentation and disclose the source;
- Provide reference sources in case you're quoting;
- How many slides? Better to have more slides with less information on each slide, than fewer more detailed slides, but keep your time schedule in mind; too many slides hinder you from finishing in time; you should have sufficient time to explain every slide without speaking too fast due to time pressure.
- It is recommended to accommodate 2 minutes per slide

5. Technical Guidelines

- All presentations will be presented on a PC with English Windows 10 or higher and PowerPoint 2016 or higher;
- Your presentation should be PC formatted, not mac formatted, please ensure your files are PC-compatible;
- Presentation should be 16:9 format;
- Your presentation should be prepared in PowerPoint 2016 or higher;
- Use high-contrast lettering and readable standard font (minimum font size 24);
- Use high-contrast colors: Light text on a dark background or vice versa.
- If you are using other software than Microsoft Powerpoint on a PC running Windows (example : OpenOffice, Powerpoint for Mac, Keynote) please make sure your presentation is converted to Microsoft Powerpoint for Windows PCs before you travel to the Congress (preferably by trying the converted presentation on a Windows PC).
- Presentations in Acrobat PDF format, Word format, Keynote or Prezi are NOT accepted.

6. Your Presentation during the Conference - Tips

- Keep your audience fully engaged by speaking to them directly; use examples; ask questions; make it visible;
- Better not to read from your slides, use them as additional guidance for the attendees. Engage with the audience as far as possible and make eye contact;
- Speak clearly and slowly, not all attendees are English native speakers;



International Congress of Psychology

2024

July 21 - 26, Prague, Czech Republic

- Timekeeping is crucial: practice your presentation in advance and ensure that you stay in time;
- The presentation should be kept strictly within the timeframe given to you;
- We will keep strict time control during the presentations;

All speakers will be notified:

- 10 minutes from the beginning of a presentation (5 minutes left)
- 12 minutes from the beginning of a presentation (3 minutes left)
- 14 minutes from the beginning (1 minute left) – **STOP**

Please ensure you keep track of your presentation time as each session has a strict time limit.

7. Poster session, orientation and size

Posters will be displayed on two-sided boards. The poster orientation should be portrait (vertical), and each poster should not oversize 90 cm width and 120 cm height. Keep in mind that the font sizes should be big enough to allow your poster to be read from some distance.

Each poster session has its allocated time slot and the speaker should be present in the Poster room for the allocated time. The Poster Presenter is responsible for displaying/removing the poster on the allocated stand (check the scheme/number at the entrance before displaying the poster), to receive the Certificate of Contribution (available after the congress in the ICP 2024 account dashboard).

Material for attaching the posters will be provided.

8. Rapid Communication Poster (RCP)



International Congress of Psychology

2024

July 21 - 26, Prague, Czech Republic

All Rapid Communication posters will be held as E-posters so it means that your presentation should be prepared in powerpoint - see Powerpoint Presentation and Technical Guidelines of this document.

All RCP are held on Friday July 26 (check the programme for Rapid Communication Posters) in Poster Room „C1“.

9. ICP 2024 mobile application

All congress presenters will have access to the ICP 2024 MobileApp where you can update your Speaker's information, add portrait photo, personal links etc. The detailed guidelines will be provided with the access to the App on July 10.

10. Photocopies

The congress center won't be able to provide photocopies but there will be a possibility to print small files at the registration desk (black one side copy A4 format 2,- CZK per page; colour - one side 8,- CZK per page)

You can use local companies to print your poster or any necessary items, for example Copy General company <https://www.copygeneral.cz/kontakty>

Should you have any questions, please do not hesitate to contact us: secretariat@icp2024.com

Good luck with your presentation!