



11th IUHPE European Conference on Health Promotion

### Workshop recommendations

1. Please find as follows the recommended instructions you can share with the participants of your Workshop to prepare the presentations:
  - The **slides** of each presentation (ten slides maximum) should be prepared in PowerPoint.
  - Please use the **template** for the presentations that is attached. The template includes two slides: in the first slide, please include the main information about the presentation (title, authors, and the affiliation). The second format is to be used for the content of the presentation (maximum 9 slides).
  - If you want, you can ask to your colleagues to submit a **pre-recorded video** of the presentation with a duration of **ten minutes** (maximum). We recommend it to secure their interventions in case any technical difficulty may occur.
  - The presentations in PowerPoint and, if applicable, the pre-recorded videos should be sent no later than May 21 to the email address [iuhpeabstracts@actoserveis.com](mailto:iuhpeabstracts@actoserveis.com) and to you as the coordinator of the workshop.
2. Practical issues related to the dynamization of the workshops:
  - We will organize a rehearsal meeting to show you of different options to dynamize the workshop (chat, interactive voting, etc.) and the instructions for the connection during the congress.
  - In this meeting we will inform you about all the technical instructions you will have to share with the presenters.
3. Useful information to share with the other authors you coordinate:

To make the pre-recorded video, there are two options:

#### 1. Automatic recording with Zoom:

To make a video containing both the PowerPoint presentation and your camera image, please create an account on the video conferencing platform: <https://zoom.us>. Please start a new meeting, open your PowerPoint presentation and press **share screen** so that your presentation can be seen alongside your camera image. Move your camera image to a part of the screen that does not cover the PowerPoint content. The format of the slides must be **4:3**. Press "record" and explain each of the slides. Once the recording is completed, it will be saved in MP4 format on your computer.



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## 2. PowerPoint + video:

To record your slideshow with a narration, you can create a video on PowerPoint. You can find option “record your presentation” in the presentation of slide section. Once the recording is completed, the file should be exported to MP4 format (low resolution). The format of the slides must be **4:3**.

If the file is larger than 10 Mb, you must send it via [www.wetransfer.com](http://www.wetransfer.com). If the file is too large, you can make it smaller with free programs such as <https://www.videosmaller.com>.

Thank you very much for your attention. Please feel free to contact us if you have any questions.

**Important note:** Speakers’ image and voice will be registered for all the sessions for the duration of the Conference. The intellectual property rights of registered materials will be incorporated into the organisation’s systems; the speaker thus transfers the rights to reproduction, distribution, public communication and transformation of those materials. If you do not agree please contact: [iuhpeabstracts@actoserveis.com](mailto:iuhpeabstracts@actoserveis.com) as soon as possible to opt out.

Yours sincerely,

Scientific secretariat