CIPREA

III CONGRESO INTERNACIONAL
DE PREVENCIÓN DE AHOGAMIENTOS

2020

16, 17 y 18 de octubre (Córdoba - España)

POSTPONED

GUIDE
PRESENTER'S INFORMATION

POSTPONED

INTERNATIONAL CONGRESS
ON DROWNING PREVENTION

Royal Spanish Lifesaving Federation (RFESS) organizes the third edition of the International Congress on Drowning Prevention (CIPREA).

This event is a biennial opportunity to bring together the main experts, research, systems and information on drowning prevention, rescue, lifesaving and water safety.

CIPREA 2020, in the city of Córdoba, also gives us the opportunity to report on the progress in the response to avoid drowning from researchers and experts in the eight thematic areas that the Congress is structured.

These themes reflect the challenges to reduce drowning at the regional, national and global levels.

The Congress will focus on water activities from the perspective of the following areas:

- Prevention
- Data
- Swimming and Water Safety Education and sport
- Rescue
- Medical
- Disaster and Impacts of Climate Change
- Migrants and Refugees
- Innovations

More information:

ROYAL SPANISH LIFESAVING FEDERATION
Avda.Fuente Nueva, 14 Nave 8-A
28703 San Sebastián de los Reyes (Madrid)
www.rfess.es
ciprea@rfess.es

PRESENTER'S INFORMATION

CIPREA 2020 Organizing Committee would like your event experience and your conference presentation to be successful and enjoyable. In order to help your presentation run smoothly and to adress meany of the logistical questions you may have, this information package has been developed detailing:

1. Format and timing for presentations

2. Conference program

3. PowerPoint presentations

4. Presenter logistics

5. Poster guidelines

6. Awards

7. Marketing and media

8. Conference venue

IMPORTANT: FOLLOWING GUIDELINES

Please, it is important take the time to read this information. If you have any further questions please do not hesitate to **CIPREA 2020** on ciprea@rfess.es or phone +34 607 51 70 34.

Presenters are assumed to have read the Information Guide and be willing and able to provide the requiered presentations items before July 15th. Presenters who fail to submit their required items by the due date risk being removed from the program at the discretion of the Conference organizing Committee.

1. FORMAT AND TIMING FOR PRESENTATIONS

PRESENTATION FORMATS	PER PRESENTATION	
	PRESENTATION TIME	QUESTION TIME
Plenary	25 minutes	5 minutes
Concurrent sessions	12 minutes	3 minute Q&A
Poster	Poster sessions hosted during breaks	
	Session 1 – Saturday, 17th October 2020 (all day) Session 2 – Sunday, 18th October 2010 (morning)	

Please, ensure that you keep to time. If you exceed your allotted presentation time, you will be required stop your presentation immediately.

Presentations are run in parallel sessions and it is critical that they start and finish simultaneously in order to delegates can attend each room because of their needs.

You will be reminded at the beginning your presentation of how much time you have.

IMPORTANT: ADJUST THE PRESENTATION TIME

It is important to ensure ALL speakerss are given a fair opportunity to present their work. Additionally, it is of the utmost importance that the audience gets every opportunity to attend the presentations they feel are most beneficial to their needs. Not adhering to strict time limits will prevent audience members moving between sessions and reduce the preseentations times of subsequent presenters.

2. CONFERENCE PROGRAM

A copy of the draft conference program will be available in the Royal Spanish Lifesaving website (www.rfess.es). It is important that presenters reviewing their presentation schedule in order to avoid mistakes.

Please note presentations may be upgraded to another format based upon program availability and space. Presenters will be advised prior to the conference it this occurs.

The conference organizers reserve the right to change the date, time and location of your presentation if required.

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3. POWERPOINT PRESENTATIONS

PowerPoint should be utilized for all oral presentations.

Presenters will need to send their PowerPoint Presentation/s to the email ciprea@rfess.es before July 15th, 2020.

File format:

Microsoft PowerPoint 2017 (.ppt)

Videos:

For oral presentations that wish to include embedded media/movie/audio files in their presentations, please note that, in addition to your PowerPoint presentation, you will also need to include, before July 15th, the actual media files. We recommend using WMV format for video files MPG3 or MPG4 may also be accepted.

Suggestions for PowerPoint Presentations:

- PowerPoint file should be sent in a 16:9 Widescreen format.
- The title slide should identify the presentations name, all contributing authors and their affiliation (s).
- Titles are to be no smaleer than 36 points.
- Body test should be at least 24pt with 32pt as a preferred standard.
- Use a clear and standard font like Arial.
- No more than 6 to 8 words per line.
- It is advisable not to use more than 8 lines per slide.
- We recommend using no more than 15 slides – including title and closing, in a 12 minutes presentation.
- Use upper/lower case text (all capital letters are too hard to read).

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- If graphs/graphics are too detailed or condensed they should be converted to a more suitable format.

- Avoid using clip-art.

- Avoid clutter by using too many pictures.

- All pictures should be inserted directly in the presentation to avoid the need to charge files. Pictures should be inserted as .JPEG files to maintain quality while minimizing memory requirements.

- Be sure to check spelling and formatting.

- Test your presentation on screen for speed, timing, etc.

- Ensure there is a good contrast between background colour and text e.g. dark text on a light background.

- Avoid using colours that "vibrate" against each other (e.g. red on green).

Oral presentation considerations:

- Organization: PowerPoint presentations will be loaded onto the session room computers at 8:30 a.m. each day to allow for time if a problem occurs.

- PowerPoint changes: If you need to make changes to your PorwerPoint presentations after sending you will need to re-supply your full presentation at the room session and checking.

- Overheads/Slides: An overhead projector and slide projector will NOT be available. Data projection only.

- Adapters: Presenters must supply their own output adapter to connect Mac or any other display port.

- It is your responsability to check your presentation in order to ensure that all files and link are correct.

4. PRESENTER LOGISTICS

Registration
Onsite Conference Registrations will commence from Friday, 16th, 2020. We are requesting that presenters register on the morning or previosuly to allow time to confirm your presentation.

Secretary:
Secretary is open throughout the conference to assit with logistical and or audiovisual questions you may have.

On the day of your oral presentation:
Please arrive at your presentation room well before the start of the session.

There you will meet the session chair and check in with the staff member assigned to the room. Failure to arrive in time may result in your presentation being cancelled.

At 8:30 a.m. the oral presentation will be upload in the room sessions.

Conference presentation rooms: There will be an audio-visual operator inconstant attendance within each presentation room.

Each room will be equipped with the following audiovisual equipment:
- Projector.
- Networked laptot preloaded with Microsoft PowerPoint and Windows Media Player.
- There will be no provision for presenters to connect their own laptop. This will ensure the optimum presentation environment.

Please note the following audiovisual details:
- In the unlikely event of a technical problem, including power outage/black-out the audio-visual operator will attend to it. The problem will be fixed as soon as possible. While the issue is being attended to, presenters are to continue with their presentation.
- The session chair will time each presentation. Please, ensure that you keep to the program timetable.

5. POSTER GUIDELINES

Poster sessions have been designed to provide a forum for discussion about relevant themes. Posters will be on display during the event and they will be presented during the Saturday breaks.

Authors/presenters will need to be available to discuss their poster presentation during their poster sessions on Saturday (all day) and Sunday (morning).

Poster specifications:
- Poster orientation: Portrait
- Maximum size: 850mm wide and 1200mm high (A0 poster dimensions).

Poster sep up:
Material backed partitions will be used to display posters, with the appropriate fixing meaterials provided at the organization, too.

If you have any questions on the day please make your way to the secretary. The sep up and take down of the displays is solely the responsibility of the presenter.

Poster guidelines:
- In preparting your poster, you should not attempt to detail your entire research, project or program.
- Present only enough data to support conclusions or to explain the relevant point (s).
- Data should be kept to a minimum in favour of diagrams and photographs. Aim for a simple message in an eye-catching manner.
- All text, photographs and diagrams should be legible at a distance 1.5m. Titles should be 24pt minimum.
- All text must be in Spanish or English.
- Avoid long narrative paragraphs.
- Layout: arrange the poster panels for logical flow from top left to lower right of the board.

6. AWARDS

Awards will be presented at the closing session of the conference for the Best Conference and Poster.

Members from the Conference Organizing Committee and Scientific Committee will form the Award Selection.

To be eligible for consideration, presentations must adhere to the following award conditions; must be presented at the 2nd International Conference on Drowning Prevention 2020 (CIPREA 2020).

7. MARKETING AND MEDIA

By sending your abstract, you have confirmed that the conference organizers may publish your abstract in the Conference Book in both hard copy and/or electronic format. Reference to yourself or your abstract may also be used within maraketing material to promote the event.

8. CONGRESS VENUE

Córdoba Center Hotel is the perfect setting to develop the **CIPREA 2020**. All spaces have free Wi-Fi.

HOTEL CÓRDOBA CENTER **

Av. de la Libertad, 4 – 14006 – Córdoba – España