

# PRESENTATION GUIDELINES



Dear Presenter,

Considering the current **COVID19 pandemic** we appreciate that attendees will be unable to attend in person. However, we feel it is important that the conference goes ahead so that we can all benefit from hearing the work that you and nurses from around the world have been conducting to further nursing practice, policy, management and leadership.

Therefore, the conference will be delivered virtually via [Zoom technology](#). Together with a **Conference App** with chat rooms and social networking which we appreciate is an important part of conference attendance.

The **authors of accepted oral/poster presentations** can either **present their work live** during the event streaming **or submit a short video** that will be made available on the conference's website and app.

## **FOR RECORDED ORAL/POSTER PRESENTATIONS:**

- Authors of accepted oral/poster presentations must **video record** their presentations before the event. Please consider using one of the following **free** tools:
  - Open Broadcaster Software ([OBS](#)), compatible with Windows, macOS and Linux computers;
  - [Screencast-o-matic](#), compatible with Windows and macOS computers, as well as iOS and Android devices;
  - [Acethinker](#), compatible with Windows and macOS computers;

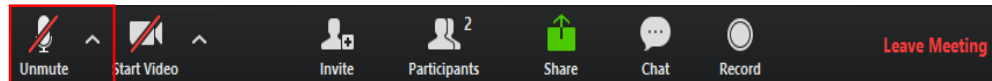
- [Screencastify](#), compatible with Windows, macOS and Linux computers;
- Authors' creativity is encouraged, and any digital options are eligible to captivate the audience's interest (e.g., PowerPoint or similar with narration, video animation, side-to-side presentation);
- Presentations should last no longer than **10 minutes for oral communications and 3 minutes for posters**.
- We strongly suggest that you include the presenter's name and e-mail in the video;
- Authors must **submit the final version of their video presentation** using one of the following formats:
  - .MOV
  - .MPEG4
  - .MP4
  - .AVI
  - .WMV
- Please **rename the name of the video file** with the title of your presentation;
- Each video presentation should be sent to the Planning Committee via [WeTransfer](#) (free version allows for a 2 GB file) to **presentations.sigma@esenfc.pt** ;
- The Planning Committee will upload each presentation on the Conference's website for other attendees to watch. Your work will also be shared through the Conference's app;
- **Authors will receive e-mail confirmation** that their video file was received and complies with the above guidelines.

**FOR LIVE ORAL/POSTER PRESENTATIONS (ZOOM STREAMING):**

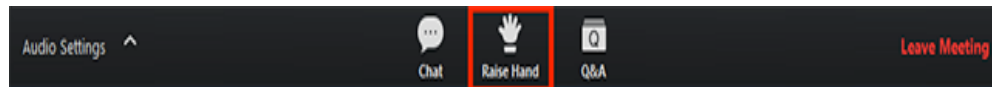
- Please make sure that you have [installed the Zoom program/app](#) before the start of the event. We strongly suggest that you test your camera and microphone before the event;
- Authors of accepted oral/poster presentations **must be live during the concurrent session**, which will be moderated. The **Zoom link for each concurrent session** will be made available on the [Conference's website](#);

- To avoid unnecessary disturbances and background noise, **please mute your microphone** until further indication by the moderator (image A). After each live presentation, you may select the option “Raise Hand” (image B) or write in the Chat (image C) to discuss the presented work.

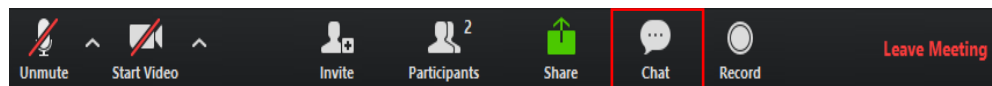
*Image A*



*Image B*

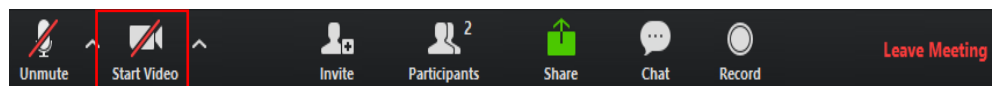


*Image C*

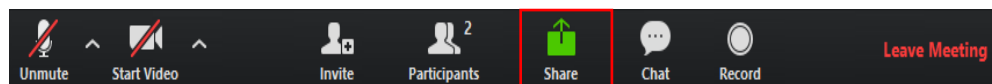


- When asked, please turn on your camera (if not before, image D) and click on the option “Share” (image E);

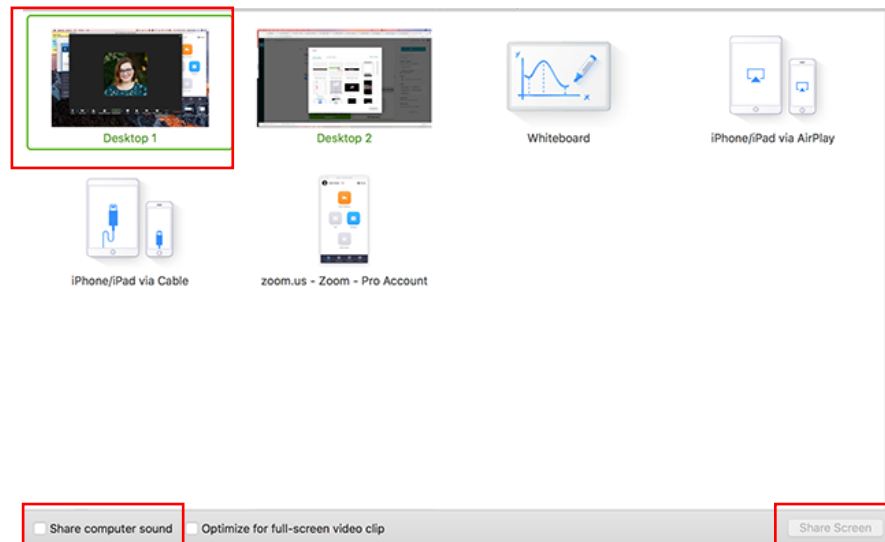
*Image D*



*Image E*



- **Select your desktop screen and click on “Share Screen”** (lower right corner). Please be aware that if your presentation has sound effects, you must click on the option “Share computer sound” (lower left corner).



- Authors **may use programs such as PowerPoint or Adobe Acrobat** (for PDF) to present their work. Presentations should last no longer than 10 minutes for oral communications and 3 minutes for posters.
- After concluding your presentation, **please do not stop sharing your screen until the moderator requests you to do so**. Other attendees will have the opportunity to discuss the presented work for a period of 2 minutes (posters) and 5 minutes (oral communications).

## **PUBLICATION AND AWARDS**

Abstracts of accepted presentations (oral communications and posters), that performed an oral presentation at the *5th Biennial European Conference*, will be published in a digital book of abstracts (one page for each abstract). The document will be available on the event's website.

The authors are responsible for the scientific contents of their abstracts and will be published in the *Sigma Repository*.

Awards will be given to the best oral and best poster presentations. Evaluation of presentations will be made based on content and performance during the presentation. The award will be given to the presenter of the best oral presentation and the best poster during the closing session of the 5<sup>th</sup> Biennial European Conference.

For **questions or additional information regarding the oral/poster presentations**, please contact us by email [presentations.sigma@esenfc.pt](mailto:presentations.sigma@esenfc.pt).