



IACCP 2022 Guidelines for presenters

ORAL / SYMPOSIUM presentations - WHOVA

	Submission deadlines	Format	Upload to
Oral presentation	June 20, 2022	1 MP4 file, 15 minutes long	presenter's account https://abstracts.iaccp2022.com
Symposium	June 20, 2022	1 MP4 file, 60 minutes long, including Chair's introduction and participants' presentations (discussant optional; can take part in Live Discussion)	Chair's account https://abstracts.iaccp2022.com

This year's conference IACCP 2022 will be online. The scientific and social programme will be available in a combination of pre-recorded videos and live synchronous sessions. Below, you will find specific instructions for the Pre-recorded Asynchronous Sessions, Live Synchronous Sessions, and Poster Presentations.

We will be using the Whova online platform as the main communication platform for the IACCP 2022 conference, with an additional Gathertown platform to run the live poster sessions. Note that the Gathertown platform is completely prepared for you by psychology students to bring you a nice and new experience and also a bit of fun too.

Pre-recorded Asynchronous Sessions (Oral/Symposia)- WHOVA

These pre-recorded sessions include both the individual oral and symposia presentations. After you submit your videos (by June 20th, 2022), your video will be reviewed by our staff and then made available for viewing by registered participants by July 1st, 2022, and will remain available for viewing until August 31, 2022. A chat on the online WHOVA platform will be available for each presentation, and presenters should check their presentation's chat during July 1 – August 31, 2022 to respond to questions and comments. In addition, we will schedule Live Synchronous discussions of individual papers and symposia (described below).

We are very pleased that you will present at the IACCP 2022 Congress and we would like to help you to prepare a successful contribution to the scientific programme. Below you will find our requirements and recommendations for preparing your pre-recorded video presentation. We strongly recommend that you read them carefully before you commence preparing your recording and to follow the congress requirements for formatting. The conference staff will review all recordings and ask presenters whose recordings do not meet the formatting Guidelines to revise them. Recordings that do not follow these Guidelines by the final revision deadline will not be accepted for the programme.

Deadline for Submitting Recorded Presentation

- By June 20, 2022, you need to have submitted your recorded presentation following the technical requirements and recommendations listed below.
- **Late submissions will not be accepted.** In order for the videos to be processed and checked by our Technical Board, there is considerable urgency in preparing, finalizing and uploading your video no later than the above-stated deadline.

Requirements and recommendations for oral and symposia pre-recorded video presentations

TECHNICAL REQUIREMENTS

- All videos must be in MP4 format (.mp4) from 720p up to 1080p resolution. IF YOU USE ONE OF THESE RECOMMENDED TOOLS TO CREATE YOUR VIDEO, IT WILL MEET THE TECHNICAL REQUIREMENTS: ZOOM, WEBEX, MS TEAMS.
- File size should not exceed 1GB for a symposium or 200MB for individual presenters.
- Follow strictly 15 minutes length for individual oral presentations.

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- Maximum length is 60 minutes for symposia. It is not necessary to use the whole time. The recommended format is: Chair introduction + Speakers (~15 minutes each); and to invite the Discussants to attend the Live Thematic Session, which will not be recorded.
- The recording must be provided in a single file (i.e., Oral presentation – 1 file, Symposium – 1 file)
- Please use the following file naming convention: **IACCP_ID#[abstract ID#]_abstract type_surname_first name**
 - Your abstract ID# was generated by your abstract submission.
 - Abstract type is either “oral” (oral presentation) or “symposium”
 - Examples: IACCP_ID#455_oral_Novak_Petr.MP4 or IACCP_ID#455_symposium_Novak_Petr.MP4
- Authors retain copyright to videos.
- Ensure that you have the rights to use all the material that is contained in your submission.
- Do not upscale an SD video to HD resolution, as the quality would be poor.
- The video must be formatted horizontally (i.e., landscape) The frame rate is flexible, as long as it's consistent throughout the video. These are very common frame rates: 25, 29.97, 30, 59.97, 60. If you produce your video using one of the recommended tools, you do not need to attend to the frame rate

VIDEO PRODUCTION

Please be sure your video(s) comply with the following instructions:

- The language must be English.
- Please display the title slide long enough to be read (up to 5 seconds). The title slide should include your name, the presentation's title, session title (if applicable), and all co-authors and affiliations.
- Recommendations for 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,
 - Use a sans-serif font (Arial, Calibri etc.) of at least 30 point size,
 - Keep the content at least 50 pixels from the slide edges.
- Incorporate the following information when recording your video, but feel free to adapt. (Remember to speak slowly and clearly!)

“Hi! I'm [insert name] of [insert your organization name] and I am presenting [paper title] during the session [session title].”

The session title is a thematic area of your talk and you can find it as “Detailed topic” in the abstract details in your IACCP 2022 account.

Once you have recorded your presentation, please remember to close out your session with a thank you to the audience, and inviting questions and comments.

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- Use a place to make your recording that is as quiet as possible, as even low levels of ambient noise will be detectable in the video. Avoid areas that have an echo or bad acoustics and use a good microphone or headset for audio. Keep the headset microphone close to your mouth BUT away from the direct line of the mouth to reduce “pops”. Avoid, if possible, using the computer’s built-in microphone.
- Close the door and windows and make sure you won’t be disturbed. Close your email program and other applications that could make sounds while you are recording. Place your mobile phone in “do not disturb” or “vibrate only” mode. Switch your laptop or mobile device to “Do not disturb” mode (on Mac or on PC).
- Avoid, if possible, using the default built-in microphone on the computer. Remember to speak slowly and enunciate clearly, without pausing.
- Make sure you have good front light – ensuring that the light shines brightly on your face or up to 30 degrees off centre. If your back is to a window, close the shades. Put the camera at eye level whenever possible, you can also watch this tutorial for a better head recording production outcome.
- Your video must include the speaker in a small window and not covering your slides. The recommended tools will accommodate this requirement.
- The background should be neutral and not distracting for the audience.
- If you use your mobile device for the recording please be sure to record horizontally and not vertically. Do not record your video in “selfie mode” (i.e., using the camera that is in the device’s screen), as this diminishes the quality of the video for most devices.
- Do a test recording of a couple of minutes and review the sound and picture quality before recording the entire presentation.
- Ensure that text graphics are legible after the video has been exported to its final format.

Additional tips:

- We encourage you to submit as early as possible and not wait until the deadline as each video will be reviewed and may require re-submission if there are any issues. It’s possible your submission may need to be re-recorded, so if we ask for another version, please make every effort to revise and resubmit as soon as possible.

T O O L S

You can use the tool you are familiar with but with the final product following the Guidelines. We are recommending some of the available recording tools; see with links to their tutorials below.

- recording tutorial [Zoom](#)
- recording tutorial [Webex](#)
- recording tutorial [Microsoft Teams](#)

Deep-dive:

Converting tools – changing the video format:

If you use video editing software to prepare your video, be sure to choose the export option MPEG4/H.264. This is currently the most common format/codecs for making videos of this kind.

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Several free video creation and conversion tools are available that use these options, such as Freemake Video Converter and HandBrake.

Editing tools

Should you wish to polish your video there are numerous video editing tools available such as OSB Studio, iMovie, Lightworks or open-source [Avidemux](#) with its [instructions guide](#).

Note: We do not endorse or are responsible for the use of any of the software mentioned in this guide.

R E V I E W

Please be sure to review your recorded presentation prior to submission and follow the checklist below.

- Do you have a title slide featuring your name, the presentation's title, session title, and all co-authors and affiliations?
- Do you orally narrate this information (name, presentation title, etc.) at the beginning of your presentation?
- Is your file saved as a .mp4 video file?
- Is your file named according to the convention – IACCP_ID#[abstract ID# generated by your abstract submission]_abstract type_surname_first name
 - Example: IACCP_ID#455_oral_Novak_Petr.MP4
- Is the audio consistent and clear, free from static, hums, hisses, or interference?
- Is the audio at the right level, without having to adjust your volume very high or very low?
- Does your talk start promptly? (your narration should begin within the first 3 seconds)
- Does your recording end promptly after your closing remarks, without being cut off early or continuing for too long?
- Do all your slides, movies, and animations appear correctly?

S U B M I S S I O N

Once you are happy with the final product, please upload it to the IACCP 2022 system.

1) Upload option will be available only for registered presenters from May 16, 2022.

2) log into YOUR IACCP 2022 account on the abstract submission website (<https://abstracts.iaccp2022.com/>) with the user name that you used for abstract submission. Click on "Video".

[LOG IN HERE](#)

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Dashboard

You can preview the submission by clicking its ID in the table

Type	Title	Status		
Oral presentation	#9 test	Accepted	Letter of Acceptance	Video

3) Choose the file from your computer and click "Upload".

Upload a video

IACCP_#ID9_oral_Dobiasova_Sarka.mp4 [Browse](#)

[Back to dashboard](#) [Upload](#)

4) Successful message will be displayed.

Upload a video

IACCP_#ID9_oral_Dobiasova_Sarka.mp4 [Browse](#)

[Back to dashboard](#) [Upload](#)

100%

Your video has been uploaded and is now being processed.

5) If a problem is found with the video you will be contacted by the Organizers to submit a revised recording.

YOUR VIDEO RECORDING MUST BE UPLOADED BY JUNE 20, 2022 23:59 CEST TO YOUR IACCP 2022 ACCOUNT.

TRAINING SESSIONS (VIDEO PRODUCTION)

We are here to help you with any problems during our Video production training sessions during the following dates and times:

May 16, 2022 – 09:00 and 17:00 CEST

May 18, 2022 – 09:00 and 17:00 CEST



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May 23, 2022 – 09:00 and 17:00 UTC

May 25, 2022 – 09:00 and 17:00 UTC

Please read the above instructions for presenters before joining the session.

During these sessions, we will answer your questions and show you how to simply create a video presentation with two free tools.

Live Synchronous Sessions ORAL/SYMPOSIA - WHOVA

The live events, including live discussion sessions, Keynote addresses, General meeting, Thematic Live Discussion, Social events etc. are scheduled from July 12 – 16, 2022 and registered participants will be able to attend them virtually on the congress online platforms. Major live presentations (e.g. Keynotes) will be recorded and available for asynchronous viewing by August 31, 2022, but live discussion sessions will not be recorded. Live Q&A will be available after Keynotes so participants can ask the presenters questions regarding their presentations. The chat option will also be available during these sessions.

WHOVA - Live Oral Presentation Discussions (25 minutes)

Oral presentations will be grouped in small moderated Thematic group discussion sessions in which also the audience will have the opportunity to interact through Live Q&A and/or the chat function. A moderator will be appointed by IACCP from among the oral presenters to assist the discussion. Each presenter will be expected to attend the allocated time for his/her online live thematic discussion session. Your time will be assigned to you and displayed in the Whova programme.

WHOVA - Live Symposium Discussions (25 minutes)

A synchronous Live Discussion will be scheduled for each symposium. The symposium chair and/or discussant will moderate this session and presenters and audience will join the discussion. If the symposium includes a discussant, he/she can present their comments in the discussion session (i.e., not prerecorded).