

EUROPEAN GRIEF CONFERENCE PRESENTATION GUIDELINES 2024

Congratulations on having your work accepted for presentation at the European Grief Conference, November 11th to 13th, 2024 in Dublin. Please read these guidelines about your oral presentation or poster presentation carefully.

ORAL PRESENTATIONS

Before the presentation

- Please prepare your presentation using PowerPoint. Slides for wide screen 16:9
- Video should be embedded into presentations as a video file. This includes Youtube videos. These can be embedded as Mp4 files.
- Directions to websites can be given through hyperlinks, or a screenshot of a website in your presentation.
- Please save your presentation using the following title format 'Last name, date of presentation' for example 'Ortega 13.09.24'
- Please email your presentation to hek@discongress.com **before Friday 8th of November**
- Bring your presentation on a USB, as a back-up.
- When you arrive at the conference, please let the registration desk know that you are a presenter.

At the time of your presentation

- Please arrive at least 15 minutes early to the room designated for your conference presentation (Check the conference programme for these details).
- Identify yourself to one of the two co-chairs for the session.
- Each lecture room is equipped with a PC computer, one projector and one large screen. Private computers cannot be used.
- Check the conference computer to make sure your presentation is there. Bring your USB as a back up.
- Please stick to time. Presentations are 15 minutes with 5 minutes for questions. A timekeeper will alert you on the time. If you exceed the time allowed the chair will have to stop you and there will be no time for questions.

POSTER PRESENTATIONS

- Poster format is A0 vertical (841 mm wide x 1189 mm high).
- Poster title should be identical to the title of the accepted abstract.
- Consider appropriate font size and size of any illustrations. Remember that the viewer has to be able to read the text from a distance of up to 1.5 m.
- It is useful to have A4 sheet handouts of your poster. Please make sure you provide your contact details on the handout.
- The conference APP will list your name and poster title together with a designated poster number.
- You are responsible for printing your own poster.
- Please set up your poster on the board where your number is displayed. Conference staff will help you to locate the correct area.
- Posters for **Practice and Education/Policy** should be set up early morning on Tuesday 12th November and removed that evening.
- Posters for **Research** should be set up early morning on Wednesday 13th November
- Please, arrange to be at your poster during your designated time included in the Conference Programme.

Removing posters

- All posters have to be removed at the end of the conference. If you have to leave before your dismantling time, please designate a colleague to be responsible for removing your poster.
- Any posters remaining after the congress may be disposed.

Digital poster archive after the conference

You have the option to upload your poster for display on Bereavement Network Europe platform and on Irish Hospice Foundation website.

By uploading your poster presentation to this link : <https://bereavement.eu/submission-of-poster/> on Bereavement Network Europe webpage and ticking the consent box during the submission process, you acknowledge that you have read and understood the terms of this consent form and that you agree to allow Bereavement Network Europe and Irish Hospice Foundation to use your poster presentation as described below.

By ticking the consent box, you:

- Grant Bereavement Network Europe the right to display your submitted poster presentation on the members-only section of the Bereavement Network Europe website.
- Agree the poster submission can be displayed on the Irish Hospice Foundation website.
- Agree that Bereavement Network Europe and Irish Hospice Foundation may use your name, institutional affiliation, and other identifying information as supplied by you alongside your poster presentation.
- Retain all rights to your work, with the freedom to use your poster presentation in any other setting or publication.
- Understand that you may withdraw your consent at any time by contacting tgo@sorgcenter.dk, and your poster will be removed from the website within one week.

Claims

Neither European Grief Conference nor the Exhibition venue are responsible for any loss or damage of your poster or can be held liable for injuries to persons or damage to property owned by the poster presenter.