## Preparing Your Oral Presentation

**IF YOU HAVE ANY QUESTIONS ABOUT YOUR PARTICIPATION, PLEASE CONTACT** [event@thessaloniki2024.org](mailto:event@thessaloniki2024.org)

**Friendly reminder: The event is taking place in the framework of World Drug Day (June 26th). As we delve into the discussions and presentations, it would be wonderful to keep in mind the broader context of this significant day.**

### 1. In-person Oral Presentation
### Content Focus:

- Your presentation should be based on your approved abstract submission. It should be of interest to ISSUP / ICUDDR members and the wider drug demand reduction community.
- Sensitivity and Evidence-Based Approach:
  - Be cautious when addressing sensitive topics.
  - Refrain from presenting information on areas that are relatively new and not backed by sufficient evidence.
  - Base your content on established research, best practices, and evidence-based approaches.
  - Clearly indicate if any part of your presentation is speculative or evolving, emphasizing the need for ongoing research and validation.
- No proprietary, confidential, or sensitive information should be included in any presentation.
- The focus of all presentations is on the principles and practice of education, learning and the sharing of professional knowledge. **Commercial sales pitches and product/company endorsements are not allowed**.
- Please plan your presentation for approximately **the time provided for your specific abstract during the sub-plenary session at the conference**. Please adhere to the time for your presentation to ensure a smooth schedule for the entire session and allow time for introductions and Q&A's.

### 2. Content Sources and Copyright Compliance:
### Obtaining Permissions:

- **Images, Videos, and Music:** Before including any material in your presentation, ensure you have explicit permission from the copyright owner. This may involve reaching out to them for written confirmation or using licensed content from reputable sources. Confirm you have the necessary rights to use the material in your presentation.
- **Attribution and Citations:**
  - **Slide Content in English:** Include the appropriate references directly on slides, using footnotes for text, images, or other content.
  - **Listing on Final Slide:** Alternatively, include a comprehensive listing of all external sources on the last slide (endnotes).
- **Extended Permission for Website Use:** Oral presentations will be recorded and published on our website. Please secure permission from all copyright holders to ensure compliance with our online use policy.
- **Prefer Public Domain or Licensed Content:** Opt for content declared in the public domain or under a license allowing its use on our website.

## 3. Engagement:

- **Interaction:**
  - Encourage audience interaction through Q&A sessions at the end of the session.
  - Be prepared to respond to audience questions.
- **Engaging Delivery:**
  - Maintain an engaging and conversational tone.
  - Use visuals, anecdotes, or examples to enhance your points.

## 4. Technical Requirements:

- **Video and Audio:**
  - **Speak Slowly and Clearly:** Interpretation from English to Spanish or Spanish to English will be provided during the session, to ensure accurate interpretation please avoid rapid speech.
  - Consider establishing communication with interpreters assigned to your session. Discuss any specific concerns or preferences regarding interpretation to ensure a smooth and successful presentation.
  - **Proper microphone usage**: Ensure proper use of the microphone maintaining the appropriate distance from the microphone to avoid distortion or muffling of your voice. Speak directly to the microphone.

## 5. Multimedia Elements:

**Inclusion of Videos or Polls:**

- If you plan to incorporate videos or polls during your presentation, kindly notify the technicians allocated in the room and the Program Conference Organizers.

## 6. Logistics:

- **The day of your presentation**

  - Please bring a **USB or hard drive 20 minutes before** your participation in the corresponding room, there will be a table of technicians who will receive your slides to be projected. **The slides must be in English.**
  - Sub-plenary sessions are 90 minutes long. If time allows, we will do a **question-and-answer session** from the audience.
  - **Include a disclosure of any conflict of interest.**

- **Moderator Responsibilities:**
  - Moderators will welcome participants, provide introductions including disclaimers, introduce speakers, facilitate the Q&A session, and conclude the session.

## 7. Final Details:

- Ensure you have the date, time, and room of your presentation well identified.
- We recommend being ready at the Conference room at least 20 minutes before the scheduled start time for a final technical check.
- All sessions are recorded and promoted on the ISSUP website and across our various social media platforms.

If you have any questions or need further assistance, please feel free to reach out via email at *event@thessaloniki2024.org* We look forward to your presentation and appreciate your commitment to making our event a success.