



## General guidelines


While Oral/Poster presentations give you the chance to present case reports, practice reports, research studies and quality improvement studies, Unconference sessions are participant-driven sessions that complement the traditional scientific program, and include Ignite presentations, skill-building and hands-on Workshops as well as Special sessions meant to extend dialogue and exchanges beyond what is usually possible in the regular scientific sessions.

As you prepare the content of your session/presentation, **please make every effort to relate it to the Forum's theme**, *“Stronger together: charting the course to navigate the future”*. This ought to be done **by highlighting the links to team building and teamwork and by evoking the need to work together, with patients, local communities and other health professionals and stakeholders**, to find ways to provide the best possible care.

We **also welcome that you explore connections** with the current – or proposed – working parties, special interest groups, young doctors’ movements, networks and collaborative organizations of WONCA Europe and WONCA World, namely those dedicated to the **following topics**:

1. Education, training and continuing professional development in Family Medicine
2. Research in Family Medicine
3. Quality and Safety in Family Medicine
4. Preventive care and quaternary prevention
5. Rural practice
6. Environmental health
7. Ethics in practice, education and research in Primary Care
8. eHealth and Social Media
9. Occupational health
10. Elderly care, multimorbidity, polypharmacy and complexities in health
11. Generalist palliative care
12. Equity, minorities’ health and family violence



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13. Migrant care, international health and travel medicine
  14. Classification of Family Medicine consultations
  15. Infectious, genetic and non-communicable diseases
  16. Urgent care and Emergency Medicine
  17. Conflict and catastrophe medicine
  18. Point of care testing
  19. The future of the New and Future Family Physicians

## Disability language guidelines

Although some organizations and individuals with disabilities favor people-first language (eg, “person with autism”), a growing number of researchers and disabled people prefer identity-first language (eg, “autistic person”). Naturally, whatever language used should be selected with the understanding that disabled people’s expressed preference regarding identification should supersede matters of style. As such, the Host Organising Committee and Scientific Committee are committed to adopt person-first language alongside with identity-first language throughout all Forum materials, including the website and social media as well as in titles, abstracts, and session descriptions.

## Oral presentations

Oral presentations on a common theme will be grouped together. Each presenter will have 10 minutes to present and discuss the key points of his/her work; the chair of the session will then facilitate a 5-minute question-and-answer period during which audience questions are invited.

To prepare your slides please read the “Guidelines for slides and posters” below.

## Poster presentations

Posters should not be used to advertise a product or service.

Posters will be presented in two-steps. First, a very short video presentation of each poster will be released on social media ahead of the Forum as **Poster spotlights**. These





videos should be short presentations (2 minutes or less of content) that capture the excitement, importance, and value of your work; the author should focus on the main aim of the research and only mention one or two key findings. The purpose is to stimulate the audience to view the poster and to discuss it with the author during the Forum. This will be possible during the Forum breaks, where the posters will be introduced for discussion using QR codes, and during the “Speed geeking” session, where selected posters will be presented by their authors.

During the “**Speed geeking**” session, presenters will stand beside their printed posters and discuss their work to a small group of attendees for a set time (5 minutes). After this time, a sign will be given (like the ring of a bell) and all each group of attendees will move to the next poster. Thus, authors will present their poster several times to small audiences.

As the “Poster spotlight” videos will be publicly available through a YouTube channel, they must adhere to common practices of copyright and intellectual property rights. To record the video, you should preferably use a video camera or webcam; in alternative, you can record the video with your phone's camera. Its total length should be under 2:00 minutes. The recommended aspect ratio is 16:9 horizontal format. Please make sure that you send us your video using one of the following formats: .MOV, .MPEG4, .MP4, .AVI, .WMV, .MPEGPS, .FLV, .3GPP, .WebM. Authors must send their “Poster spotlight” videos to [forum@vdgm.eu](mailto:forum@vdgm.eu) until December 1<sup>st</sup> 2017!

To prepare your poster please read the “Guidelines for slides and posters” below.

## Ignite presentations

Ignite presentations will be grouped into sessions. During each session, a moderator will briefly introduce each presenter and the presentations will be given in rapid succession, one following another. There will be time for discussion towards the end of the session.

Ignite presentations **must** consist of 20 PowerPoint slides that automatically advance every 15 seconds for a total presentation time of just 5 minutes. This is meant for a conversational and storytelling presentation style.





Ignite presenters must send their 20-slide PowerPoint deck to [forum@vdgm.eu](mailto:forum@vdgm.eu) until **January 8th 2018!**

To prepare your slides please read the “Guidelines for slides and posters” below.

## Workshops

Workshops are 60 minutes long, except for workshops whose authors explicitly requested a 90-minute session on abstract submission. To check the length of your workshop please visit our website or send us an email to [forum@vdgm.eu](mailto:forum@vdgm.eu).

Workshops are to be run as described in the accepted abstract. Any changes to that plan should first be discussed with the Scientific Committee ([forum@vdgm.eu](mailto:forum@vdgm.eu)). The format of the workshop will be determined by the workshop proposers, but to benefit participants, all workshops should be interactive, participative and enable participants to learn new skills and acquire knowledge.

Depending on the format of your workshop, you may have different requirements to run the activities you have planned for your workshop. Any requirements such as facilities (namely audiovisual facilities), tables/chairs, equipment, amenities, supplies and other materials should be discussed with the Host Organizing Committee ([forum@vdgm.eu](mailto:forum@vdgm.eu)).

The workshop proposers are strongly encouraged to communicate with the organizers as soon as possible, otherwise it might not be possible to deliver on the requirements.

## Special sessions

Unlike for all the other formats, in a Special Session, the “speakers” will be those in attendance of the Special session, and not the authors who submitted its abstract. While a submission for a Special session does not mean, you will be a speaker, **you are expected to be a facilitator of the Special session you proposed. If that’s not the case, the first thing you ought to do is to send an email to [forum@vdgm.eu](mailto:forum@vdgm.eu)!**

Whereas the structure/method of Workshops can be quite flexible and is decided by its authors, Special sessions will have a pre-established structure/method decided by the





Scientific Committee in conjunction with the special session facilitators. This structure/method may consist of a fishbowl, spectrogram, carnival games or musical chairs wonder wander. We'll get in touch with the facilitators to discuss the options, but below you can find the details on each possibility.

- For Fishbowls, a few chairs will be arranged in an inner circle. This is the fishbowl. The remaining chairs will be arranged in concentric circles outside the fishbowl. A facilitator will introduce the topic and the delegates in the inner circle will start discussing it, while the audience outside the fishbowl listens in on the discussion. Any member of the audience can, at any time, join the fishbowl (by occupying an empty chair or by replacing an existing member of the fishbowl). The discussion continues with participants frequently entering and leaving the fishbowl. When time runs out, the fishbowl is closed and the moderator summarizes the discussion.
- Spectrograms are an interactive group exercise that helps to highlight the range of perspectives in a group. There is a tape on the floor with agree at one end and disagree at the other. The facilitator asks a somewhat controversial question (amongst those submitted by you) and directs participants to take a stand on the spectrum. The facilitator then interviews people at different points on the spectrum about the opinions they hold. This process creates a shared experience while demonstrating the range of opinions in a group. It can serve as an anchor for additional conversations.
- As for the Carnival Games, submitted topics/questions/ideas are posted on a cork board; each is then covered with an inflated balloon. Participants are chosen one at a time to throw a dart at the board. The idea beneath the popped balloon becomes the topic of discussion for the next talk period.
- Musical Chairs Wonder Wander is characterized by using short music clips to break up and/or randomize group interaction in space. Participants wander around without talking until the music stops. When the music stops participants take a seat at the table they are closest to (chairs are not removed!) and discuss the same pre-determined topic at each table, the topics again being selected amongst those you submit for Special sessions. Randomized interaction ensures high-flow of diverse ideas and spontaneous diffusion of ideas in the group.





Independent of the method/structure, the length of special sessions will range from 60 to 90 minutes, and should include team building icebreakers. The icebreakers are meant to allow participants to: 1. get to know each other and establish relationships for the rest of the event; 2. become more comfortable with discussing the topic of working in groups; and 3. become more comfortable with expressing dissenting views. Several different methods can be used for these icebreakers (people bingo, human spectrograms, sociometric introduction, speed networking, tagging, line-ups, just to name a few).

### **Duties of a Special Session facilitator**

- Starting the session on time and, due to the full program, ensuring the planned time is not be exceeded.
- At the start of the session, presenting briefly the facilitators as well as the theme and structure/method of the special session
- Ensuring best use of the time for discussion.
- Stimulating as much involvement from the audience as possible. If the discussion does not start, ask the audience a few questions. Preparing some questions in case there is no discussion may prove useful.
- Insisting that delegates use a microphone where provided, and wait for it to arrive. Insisting that speakers stand up and introduce themselves and their organization
- At the end of each session, thanking the speakers and telling participants the next point in the program (coffee break, another session, plenary).

### **Guidelines for slides and posters**

- Use the official #5vdgmf template
- Follow all copyright laws
- Follow the disability language guidelines (see below)
- Bullet points (typically 3 per slide; not paragraphs)
- Background – light, preferably white, with no patterns
- Font:
  - o Use sans serif fonts
  - o Use the bold face or italics or combinations to emphasize words and phrases





- o Size (for slides):
  - Title Slide: 44 or larger
  - Content Headers: 40 or larger
  - Content: 24 or larger
- o Size (for posters):
  - 120x90cm in vertical orientation
  - Text and figures should be legible from around 2 meters away
  - Title: 85 or larger
  - Authors: 56 or larger
  - Sub-headings: 36 or larger
  - Body text: 24 or larger
  - Captions: 18 or larger
- o Color:
  - **Black** for most, **BLUE** for emphasis
- Added graphics must help emphasize the point to be made, rather than as decoration
- If you include other sources of information (e.g, quote), be sure to always reference using Vancouver style:
  - i. On slide/poster section where quoted or referenced; and/or
  - ii. On last slide/ bottom poster section (each source referenced or quoted)

## Guidelines for online publication of presentation materials

As an added benefit to our Attendees and Vasco da Gamians, we would like to post as many of the presentation materials on the VdGM Website soon after the Forum. If presenters could send their materials to [forum@vdgm.eu](mailto:forum@vdgm.eu) by January 15th, we can accomplish that goal. Please keep in mind that we will continue accepting presentations during and after the conference and will post them as soon as we can. Please note your abstract number when submitting materials.

- Submit presentation files in one of two formats:
  - o 1) Standard PowerPoint file (.ppt or .pptx)
  - o 2) PDF in **6-slides per page format only**
    - NOTE: PDFs with one slide per page will be returned and the correct





format requested.

- PDF of one slide per page is only acceptable for Poster Presentation (where it is assumed that the single slide shows the entire poster)
- Additional files (handouts, notes, tools, etc.) that were discussed in your presentation may also be posted.
- Files should be sent directly to [forum@vdgm.eu](mailto:forum@vdgm.eu)

## Questions?

If you have any questions please contact [forum@vdgm.eu](mailto:forum@vdgm.eu)

