ECP 2025

PAPHOS

CYPRUS

SPEAKERS' & SESSION CHAIRS' GUIDELINES

www.ecp2025.eu

19th European
Congress of Psychology

July 1 - 4 2025

Organized by

Cyprus Psychologists Association

Under the Auspices of

efpa
European Federation of Psychologists' Associations

Contents

European Congresses of Psychology held under the auspices of EFPA must ensure that participation is free from discrimination of any kind, in accordance with the principles of the Freedoms and Responsibilities of Scientists of the International Science Council.

Presenters will be aware that ECP2025 is taking place in a time of heightened geopolitical sensitivity.

What is presented at European Congresses of Psychology held under the auspices of EFPA is governed by the scientific submissions process. Please therefore be aware that ECP2025 will not allow presentations or activities on the premises of the congress that are not already accepted for the scientific programme, or which do not adhere to the focus and content of the accepted scientific submission, or are by presenters not already accepted as such as part of the submissions process. This includes any displays of extraneous materials. Presenters should be aware that the ECP2025 team are guided to monitor for these issues and will ask presenters in real time to desist from any such actions. The ECP2025 team's word at the time will be considered final.

Presenter Information and Guidelines

Oral Presentation, Spotlight Presentation, Symposium, Roundtable discussion, Workshop

Upload your presentation (up to 27 June, 2025)

- Collection of presentations prior to the conference will be done through https://www.easyacademia.org/ecp2025. You will use the same sign-in that you used for submitting your abstract.

- Once you log in to your account, please select the conference from the left column.

- On the page you will be directed you can select the submission you would like to submit your presentation from the "To Do" column on the right.

- Presentations will be collected and uploaded on the presenter's computer in the meeting room.

- Accepted formats: Microsoft PowerPoint, PDF.

In addition to the points above, we strongly recommend bringing your presentation on a USB drive on the day of your presentation. This is especially important if you have made any updates to your presentation after the submission deadline.

PowerPoint Presentation Guidelines

To ensure your PowerPoint presentation effectively communicates your message, it is essential that your audience can easily read and understand it. Please adhere to the following guidelines:

- **Language**: All presentations must be delivered in English.

- **Text on Slides**:

  o Follow the **7x7 rule**: Limit to seven words per line and seven lines per slide to improve readability.

  o Edit titles and long sentences to fit within a single line.

  o Use only one sub-level of bullet points.

  o **Bold** text to emphasize key points.

  o Use color thoughtfully—ensure it serves a purpose, not just for decoration.

  o Avoid footnotes or any text that may clutter the slide.

- **Visual Aids**:
  - Keep visuals simple and clear, eliminating unnecessary details.
  - Ensure you have the right to use any images in your presentation and properly credit their sources.
  - Provide citations for any quoted material.
- **Slide Count**:
  - It's better to have more slides with less content on each, rather than fewer slides with too much information. However, be mindful of your time limit. Too many slides can hinder your ability to finish on time.
  - Aim for **2 minutes per slide** to allow for adequate explanation without rushing.

Tips for Your Presentation at the Conference

- **Engage Your Audience**: Speak directly to your audience, incorporate relevant examples, ask questions, and make your content visually engaging.
- **Avoid Reading from Slides**: Use your slides as a guide, not a script. Connect with your audience by maintaining eye contact and engaging with them as much as possible.
- **Speak Clearly and Slowly**: Remember, not all attendees are native English speakers. Speak at a moderate pace to ensure clarity.
- **Time Management is Key**: Practice your presentation ahead of time to ensure you stay within your allotted timeframe.
- **Adhere to Your Time Slot**: Please ensure your presentation stays within the time provided.
- **Strict Time Control**: We will be enforcing strict time limits during the presentations to ensure the smooth flow of the event.

Electronic poster (e-poster)

Posters will only be in electronic format and will be accompanied by a 3- minute video/summary of the research.

In this case, there is no physical presentation or Q&A session. Everything will be done online. What that means is that you will construct your poster and record a brief, 3-minute video that you will be asked to upload to the system.

The e-posters will be made available to all participants throughout the congress and people will be able to post questions that you will be able to answer or they will be able to contact you directly.

Upload your Poster & 3 Min Video (up to 13 June, 2025)

- Collection of posters and 3-min prior to the conference will be done through https://www.easyacademia.org/ecp2025. You will use the same sign-in that you used for submitting your abstract.

- Once you log in to your account, please select the conference from the left column.

- On the page you will be directed you can select the submission you would like to submit your presentation from the "To Do" column on the right.

- Accepted formats & Size:

    Poster: Microsoft PowerPoint, PDF.

    Video: MP4 (.mp4) – max file size 50 MB

Tips for creating a Poster

- **Language:** All e-Posters should be prepared in English.

- **Keep it simple.** Highlight your key points on the poster and save non-essential but interesting details for discussions. Your conclusion should deliver a clear, concise statement of your most important findings.

- **Ensure clarity and logical flow.** Ask yourself: *Is the sequence of information easy to follow? Is the content communicated effectively?* Use headings and bullet points to guide the reader's eye.

- **Make it readable.** Posters should be visually clean and not overcrowded. Use concise text, dark and legible fonts, and include graphs, tables, illustrations, or photos to enhance understanding. Please do not print a poster and film yourself doing the presentation in front of it. This will be highly ineffective.

- **Design with flexibility.** While posters typically include similar elements, there is no fixed layout. Choose a design that best presents your research.

- **Engage your audience.** A good poster sparks interest and invites discussion. Be prepared to summarize your work in a brief, engaging way during your video presentation.

- **Use the right tools.** You can find ready-made templates online or create your own unique design using programs like PowerPoint, Canva, or Google Slides. Stick to a cohesive color scheme and avoid overly complex designs.

- **Size:** We advise you to prepare your e- poster with A0 size (84.1 cm width x 118.9 height cm) – portrait orientation. If you are using PowerPoint to create the poster, to set the size, you can do it from "Design" tab, Slide size, Custom size, select Portrait and then enter the above measures.

Instructions on how to record your talk (including voice over)

Zoom (with video): – Recommended

1. Set Up Your Zoom Meeting

- Open **Zoom** and start a **New Meeting**, or schedule a meeting in advance.

- If you are presenting slides for the separate sections of your poster, open your **PowerPoint, Keynote, or PDF** in advance.

2. Enable Recording

- Make sure **recording permissions** are enabled:

  o If you're the host, you can record automatically.
  o If you're not the host, ask for **recording permission**.

3. Share Your Screen (If Needed)

- Click **"Share Screen"** and select your **presentation window**.
- Ensure your camera and microphone are working if you want to include video/audio.

4. Start Recording

- Once in the meeting, click on **"Record"** at the bottom of the Zoom window.
  o If you have a **paid Zoom plan**, you can record to the **cloud**.
  o Otherwise, it will save **locally to your computer**.

5. Deliver Your Presentation

- Speak clearly and navigate through your slides.
- Use **Zoom's annotation tools** if needed.

6. Stop Recording & Save

- Click **"Stop Recording"** when finished.
- End the meeting, and Zoom will process the recording.
- Find your recording in:

- o **Local recording**: Saved in Documents > Zoom (MP4 format).
- o **Cloud recording** (if applicable): Accessible via the Zoom web portal.

PowerPoint:

- First record your voiceover following [these](#) or [these](#) instructions
- Then export your video including narrations following [this guide](#)
- On export select Full HD (1080p) as video quality

Keynote:

- First record your voice over following [these instructions](#)
- Then export your slides via File > Export To > Movie …
- in the following export dialogue set "Playback" to "Record Slideshow" and "Resolution to "1080p".
- Alternatively, you can also record your full screen or a screen region by pressing cmd + shift + 5 instead of using the keynote voice over tools.

OpenOffice, Google Slides or Latex (PDF):

- If you happen to use OpenOffice, Google Slides or Latex (PDF), you can simply record your screen (including audio) using a screencast tool
- There is a multitude of tools out there, a good starting point for finding your preferred tool might be this [article.](#) There are many other alternatives.
  - o MacOS: a screencast software is integrated into the system and accessible via the shortcut "cmd + shift + 5"
  - o Windows: starting windows 10, there is an integrated screencast tool too (depending on your windows version "windowskey + G" might work)
  - o Linux: depending on your distribution there is a variety of easy to install screencast tools available, according to this recent [linklist.](#)

Video Presentation Best Practices

Preparation & Practice

- Practice your presentation multiple times to build confidence and ensure smooth delivery.
- Record a test run to review your tone, pacing, and clarity.
- If possible, have a colleague or friend provide constructive feedback.

Engaging Delivery

- **Look at the camera, not the screen** – This helps create a direct connection with your audience. Avoid watching yourself while speaking.
- **Talk to your audience, not your notes** – Keep your presentation conversational and engaging.
- **Maintain good posture** – Sit up straight and elevate your laptop or camera to eye level using books or a stand. Avoid leaning in too closely.

- **Speak clearly and at a moderate pace** – Enunciate your words and pause when necessary to emphasize key points.

Lighting & Framing

- **Ensure good lighting** – The primary light source should be in front of you (e.g., a window or lamp). Avoid backlighting, which can darken your face.
- **Position yourself correctly** – Your face and upper body should be centered in the frame, leaving a little space above your head.

Background & Environment

- **Keep your background tidy and distraction-free** – Ensure your surroundings are clean and professional.
- **Avoid using virtual backgrounds** – These can cause visual glitches, making your image appear unnatural. If necessary, newer versions of Zoom allow you to blur your background (check video settings).
- **Minimize background noise** – Record in a quiet space, and consider using headphones with a built-in microphone for better audio quality.

Technical Considerations

- **Check your internet connection** – A stable connection prevents lag and interruptions.
- **Test your audio and video beforehand** – Ensure your microphone, camera, and any shared content function properly.
- **Have a glass of water nearby** – Staying hydrated helps maintain a clear voice.

Technical Guidelines

- The room will be fully equipped with laptop and projector/screen or TV.

- All presentations will be displayed on a PC running Windows 10 or higher, with PowerPoint 2016 or later and Adobe Reader (PDF).

- Please ensure your presentation is formatted for PC, not Mac. Files must be compatible with Windows PCs.

- Presentations should be in a 16:9 aspect ratio.

- Prepare your presentation using PowerPoint 2016 or a later version.

- Use high-contrast text with a readable, standard font (minimum font size: 24).

- Select high-contrast color schemes, such as light text on a dark background or vice versa.

- If you are using software other than Microsoft PowerPoint on a Windows PC (e.g., OpenOffice, PowerPoint for Mac, Keynote), **ensure your presentation is converted to Microsoft PowerPoint for Windows or PDF before the Congress**. Test the converted file on a Windows PC prior to your arrival.

Guidelines For Session Chairs

- **Arrive Early:** Please be in the session room at least 15 minutes before the session begins.

- **Confirm Speakers:** Ensure all speakers for your session have arrived.

- **Speaker Change:** If there is a change in the speaker, introduce the new speaker without mentioning the reason for the change. The new speaker may choose to address this.

- **Absent Speaker:** If a speaker is absent and no replacement is available, announce that the presentation is withdrawn and the session will take a break. If necessary, with approval from following speakers, you may bring forward the next presentation. Stick to the scheduled timing for the next presentation.

- **Presenter Support:** Some presenters may be presenting for the first time, may not be fluent in English, or may be nervous. It can be helpful for them to know that you are there to assist if needed.

- **Introduce Presenters:** For each presenter, briefly introduce their name, affiliation, and presentation title. Kindly remind them to adhere strictly to the allotted time.

- Stick to Schedule: Start each presentation at the scheduled time, as listed in the program.

- **Time Reminders:** Signs indicating 5 minutes remaining, 1 minute remaining, and when time is up will be placed on the head table. Some chairs may ask a colleague to display these signs discreetly. If you choose this approach, please inform the presenters where the colleague will be positioned.

- **Act as Discussant:** As chair, you will also act as a discussant for each presentation. Provide brief feedback, invite questions from the audience, and prepare any additional questions in case the presenters need assistance.

- **Technical Support:** For technical matters, refer to the Technical Guidelines. The contact details of the technical staff will be available on the head table.