

32nd Alzheimer Europe Conference in Bucharest, Romania (17-19 October 2022)

Practical information

| | | |
|----------|---|----------|
| 1 | INFORMATION FOR IN-PERSON ORAL PRESENTATIONS | 2 |
| 1.1 | SPEAKERS' CORNER AND POWERPOINT PRESENTATIONS..... | 2 |
| 1.2 | TIME ALLOTTED FOR PRESENTATIONS | 2 |
| 2 | INFORMATION FOR IN-PERSON POSTER PRESENTATIONS (POS) | 4 |
| 2.1 | TECHNICAL SPECIFICATIONS..... | 4 |
| 2.2 | TIMING FOR POSTERS | 4 |
| 2.3 | POSTER DISSEMINATION AND VIEWING..... | 5 |
| 3 | INFORMATION FOR VIRTUAL ORAL PRESENTATIONS (VOP) | 5 |
| 3.1 | TECHNICAL SPECIFICATIONS..... | 5 |
| 3.2 | VIEWING OF VIRTUAL ORAL PRESENTATIONS..... | 5 |
| 3.3 | PRACTICAL TIPS | 5 |
| 4 | INFORMATION FOR VIRTUAL POSTER PRESENTATIONS (VPOS)..... | 6 |
| 4.1 | TECHNICAL SPECIFICATIONS..... | 6 |
| 4.2 | VIEWING OF VIRTUAL POSTER PRESENTATIONS..... | 6 |
| 5 | ACCESS TO THE VIRTUAL CONFERENCE PLATFORM | 6 |
| 6 | INFORMATION FOR CHAIRPERSONS OF SESSIONS..... | 6 |

1 Information for in-person oral presentations

1.1 Speakers' corner and Powerpoint presentations

A Speakers' corner will be available for you at the conference venue in room Oradea on the first floor.

Opening hours are:

Monday 17 October 2022 from 11.00 to 19.00

Tuesday 18 October 2022 from 8.00 to 17.30

Wednesday 19 October 2022 from 8.00 to 16.30

All presenters should go to the Speaker's corner to upload their presentation. We suggest that your presentation is installed and tested as soon as possible, but not less than 2 hours before your lecture. Please note that **it will NOT be possible to upload presentations in the actual meeting rooms.**

Please make sure that your computer presentation is fully operational before your talk. Only presentations on USB Memory device will be accepted. Version MS PowerPoint 2010 and above is recommended. Presentations should be made in the 16:9 format to fit the screens available in the meeting rooms. Any other arrangement is strictly at the risk of the presenter.

Please name your presentation as follow: presentation number LAST NAME First Name

ie: P1.1 DOE John PL1.1 DOE John or OP1.1 DOE John

Please note:

- The use of personal laptops or notebooks will not be permitted for the sessions

1.2 Time allotted for presentations

1.2.1 Plenary sessions (PL)

The time allotted for plenary sessions is one hour and 15 minutes and each session has four presentations.

The speakers of the sessions will have a maximum of 15 minutes for their presentation which should allow time for one or two questions from the audience. The chairperson of your session is instructed to inform you about your time keeping and to cut you off, if necessary.

All plenary presenters are expected to deliver their presentation in-person in Bucharest. Plenary sessions will be broadcast live on our virtual conference platform.

1.2.2 Parallel sessions (P)

The time allotted for parallel sessions is one hour and 15 minutes and each session has 5 presentations.

Please allow time for one or two questions to your presentation within the 12 minutes that have been allocated to your presentation. The chairperson of your session is instructed to inform you about your time keeping and to cut you off, if necessary.

All parallel session presenters are expected to deliver their presentation in-person in Bucharest. The following sessions will be broadcast live on our virtual conference platform.

| 17/10/2022 | 18/10/2022 | 19/10/2022 |
|--|---|---|
| P1. Technology P3. INTERDEM P4. Art and Culture P6. Carer training and support P8. Psychosocial interventions P9. Dementia friendly initiatives | P11. Residential care P13. RECACHE P14. Brain health and dementia prevention SS1. EWGPWD SS2. Biogen P16. COVID-19 and dementia P18. DISTINCT P19. Gender, sex and sexuality | P21. Home care and support P23. Non-Alzheimer's dementias P24. Public involvement in dementia research SS5. Roche P26. Needs and experiences P28. INTERDEM P29. Intellectual disability |

The following sessions will **not** be broadcast on our virtual conference platform.

If you are presenting in one of those sessions, you are encouraged to share your presentation as an on-demand video on our online conference platforms. If you wish to take up this possibility, then please send a recorded video of your presentation no later than **15 September** to Gwladys.guillory@alzheimer-europe.org via [wetransfer](https://wetransfer.com)

| 17/10/2022 | 18/10/2022 | 19/10/2022 |
|--|---|---|
| P2. Timely diagnosis P5. Societatea Română Alzheimer P7. Sponsored session P10. Societatea Română Alzheimer | P12. Young onset dementia P17. (Inter)National dementia strategies P20. Societatea Română Alzheimer | P22. INTERDEM P25. Societatea Română Alzheimer P27. Cross border dementia initiatives |

1.2.3 Quick Oral Presentations (QOP)

The time allotted for Quick Oral presentation is 5 minutes and a **maximum** of 5 slides (including title and closing details).

As the presenters will need to change rapidly please be in the room at least 10 minutes before the start of the session and stay until you have presented.

Presentations will go in the order of the programme, if you are not present when your presentation is being called out, the chairperson will carry on with the next presenter and your presentation will not be called out again.

The chairperson of your session is instructed to inform you about your time keeping and to cut you off, if necessary.

You are also encouraged to share your presentation as an on-demand video on our online conference platforms. If you wish to take up this possibility, then please send a recorded video of your presentation no later than **15 September** to Gwladys.guillory@alzheimer-europe.org via [wetransfer](https://wetransfer.com)

All Quick Oral Presentation session presenters are expected to deliver their presentation in-person in Bucharest. Those sessions will be NOT be broadcast live on our virtual conference platform.

1.2.4 Recommendation for language and tone to be used by speakers

We would like all speakers and chairpersons to adopt a dementia friendly language and refer to people with dementia, rather than patients, sufferers, victims or the demented.

We would also like to recommend to speakers to deliver their presentation in a slow clear tone.

2 Information for in-person poster presentations (POS)

2.1 Technical specifications

Posters (light cardboard, paper or fabric) must be brought to the Conference by the presenting author and should not be mailed in advance.

Poster boards have a maximum available space for a format A0 (in portrait orientation).



At the top of poster, please provide the poster number as mentioned in the programme (POS), the title of the paper, names of the authors and their affiliations, all in bold lettering of about 2.5 to 3 cm size.

Artwork and lettering should be large and clear enough so that the poster is readable from a distance of 1.5 m.

Only provided fixations should be used to fix the posters on the provided panels. The organisers will provide 4 pieces of fixation per poster. They can be picked up at the registration desk.

Please Note: No other type of fixations should be used on the panel. In the event of damages on the panels the poster presenter causing the damage on the panel will be held responsible and will need to cover the cleaning cost of the panel.

2.2 Timing for posters

In your acceptance e-mail, you have been informed about the day in which your poster should be presented. Presenting authors are requested to have their posters displayed in the poster

area by 14.00 for those planned on the 17 October and by 8.00 for those planned on 18-19 October.

Posters will be placed according to the POS number mentioned in the programme.

Presenting authors are requested to be available for short presentation and discussion of their posters during the coffee breaks on the day of their presentation.

Posters should be taken down at the end of the day according to the programme timing by the presenting author. All posters left behind will be disposed of by the organisers. Alzheimer Europe or the venue will not be responsible for storing, repackaging or sending posters.

2.3 Poster dissemination and viewing

We wish to share the interesting research presented at our conferences with people who were unable to attend or who are attending online. If you agree to share your poster with virtual delegates connecting via the AEC virtual platform, please provide us with the PDF or JPG of your poster for inclusion. The file should not exceed 4MB.

E-posters should be sent no later than 15 September to gwladys.guillory@alzheimer-europe.org via [wettransfer](#).

Please name your file as follows: Presentation number LAST NAME First Name – presentation title as mentioned in the programme (for example: POS1.1 DOE John – my presentation title)

If loaded on the conference platform your E-poster will stay visible until 31 January 2023.

3 Information for virtual oral presentations (VOP)

3.1 Technical specifications

Pre-recorded virtual oral presentations should be no longer than 5 to 10 minutes.

Presentations need to be sent as an MP4 file and presentations recorded via Zoom (see below for tips) are preferred.

Virtual oral presentations should be sent no later than 15 September to Gwladys.guillory@alzheimer-europe.org via [wettransfer](#)

Please name your file as follows: Presentation number LAST NAME First Name – presentation title as mentioned in the programme (for example: VOP1.1 DOE John – my presentation title)

3.2 Viewing of virtual oral presentations

Each virtual oral presentation will have a comments section to allow attendees to ask questions and/or provide comments. This comment section will be open for the duration of the event. Presenters are encouraged to check the online platform for questions and comments from the participants during the conference days.

Prior to the conference you will receive login details to connect to your presentation Q&A management portal.

The video of your virtual oral presentation will remain on the online conference platform until 31 January 2023, but the comment and question section will be disabled.

3.3 Practical tips

If you are unfamiliar with recording your presentations, you can find a quick guide on how to use Zoom to record and save your video as a [downloadable file](#).

We also provide some tips by a professional presenter on how to prepare for a recording and presentation. <https://live-online-events.com/how-to-prepare-for-your-online-presentation-at-alzheimer-europe/?lang=en>

If you wish to include an official Alzheimer Europe Virtual Conference Background, please use a background image provided.

[Click here to access all downloadable files!](#) We hope you will find those useful.

4 Information for virtual poster presentations (VPOS)

4.1 Technical specifications

All posters must be in portrait orientation. At the top of the poster, please provide the poster number as mentioned in the programme (VPOS), the title of the paper, names of the presenting author and affiliation, all in bold lettering. E-posters need to be sent as a PDF or JPEG file and should not exceed 4 MB

E-posters should be sent no later than **15 September** to Gwladys.guillory@alzheimer-europe.org via [wetransfer](https://wetransfer.com)

Please name your file as follows: Presentation number LAST NAME First Name – presentation title as mentioned in the programme (for example: VPOS1.1 DOE John – my presentation title)

4.2 Viewing of virtual poster presentations

Each e-poster will have a comments section to allow attendees to ask questions and/or provide comments. This comment section will be open for the duration of the event. Presenters are encouraged to check the online platform for questions and comments from the participants during the conference days.

Prior to the conference you will receive login details to connect to your presentation Q&A management portal.

Your e-poster will remain online after the scheduled day until 31 January 2023, but the comment and question section will be disabled.

5 Access to the virtual conference platform

2 Weeks prior to the conference you will be given access to the virtual conference platform.

We would like to encourage all presenters to include a photo and a short bio in their profile.

This will be used by the chairperson of your session to introduce you to the audience.

6 Information for Chairpersons of sessions

To ensure that the programme runs as smoothly as possible, we ask that you carefully note the following duties of a chairperson:

1. The most important duty of the chairperson is to ensure that speakers stick to the time allocated for each presentation. Let presenters know if they have one minute left and ask them to wrap up. If necessary, interrupt the speaker and ask him/her to stop, if the allotted time has run out (see point 1.2. above for allotted time for sessions). You will be provided with colour cards to help notify the speakers of their time left.
2. The room where your session will take place is indicated in the conference programme
3. The abstracts of the speakers of your session are available online on our event platform and on the [detailed programme](#) on our website. Make yourself familiar with them.

4. Start the session by presenting yourself and by providing an outline of your session.
5. Present the speakers and hand over to them for their presentation. For keynote lectures and plenary sessions, CVs of the speakers are included on the [keynote speakers](#) page of our website. For parallel sessions and quick oral presentations, we have asked speakers to upload their profile on the virtual conference platform 2 weeks before the event. Should the speaker have not done so, we would like to recommend that you introduce yourself to the presenter(s) before the session or earlier in the conference, if possible. Alternatively, you may wish to contact them via e-mail before the conference. E-mails of speakers will be provided to the chairperson of each session.
6. Q&A and Polls will take place via the virtual conference platform for in-person and virtual attendees, to give all attendees equal opportunities to ask questions. You will receive the connecting details to moderate the Q&A prior to the conference.
7. Thank each speaker after the presentation and lead the applause.
8. Read the instructions for the individual sessions carefully. If foreseen in the instructions, lead the discussion and invite the audience to ask questions and make comments.
9. Provide a brief closure at the end of your session.