



IV INTERNATIONAL CONGRESS ON DROWNING PREVENTION (CIPREA)

Córdoba, Spain
2024
October, 18th-20th

COMMUNICATIONS GUIDE AND POSTERS



CIPREA24

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The Royal Spanish Lifesaving Federation is organising the fourth edition of the **International Congress on Drowning Prevention (CIPREA)**.

This event is a biennial opportunity to bring together leading experts, research, systems and information on drowning prevention, rescue, lifesaving, safety in the aquatic medium and rescue and lifesaving as a sport.

CIPREA 2024, in the city of Cordoba, also gives us the opportunity to report on progress in drowning prevention response. For this reason, the Federation is calling for submissions from researchers and experts in the ten thematic areas into which the Congress is divided.

These issues reflect the challenges to reducing drowning at regional, national and global levels.

The Congress will focus on aquatic activities from the perspective of the following areas:

- Prevention
- Data
- Swimming and Water Safety Education
- Rescue
- Medical
- Disaster and Impacts of Climate Change
- Migrants and Refugees
- Innovations
- Sport
- Employment

For more information:



**Real Federación Española
de Salvamento y Socorrismo**

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28703, San Sebastián de los Reyes (Madrid)

www.ciprea.rfess.es

ciprea@rfess.es



Información para las personas que realizarán una comunicación oral

The **CIPREA 2024 Organising Committee** would like to make your experience at the event and your oral presentation successful and engaging.

To help your presentation run smoothly and to address many of the logistical questions, this information pack has been compiled to include the following aspects:

1. Format and timetable for presentations
2. Congress programme summary
3. PowerPoint presentations
4. Logistics
5. Poster session information
6. Awards
7. Marketing and media

IMPORTANT: FOLLOW THE GUIDELINES

It is essential that you read this information carefully. If you have any further questions, please do not hesitate to contact us at ciprea@rfess.es or by telephone on **+34 91 725 22 34**.

Those presenting an oral or poster presentation must have read the information pack and must send the appropriate presentation material to the event organisers **by 15 September 2024**.

Presentations or posters not received by the deadline may be excluded from the programme at the discretion of the Congress Organising Committee.

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Format and timetable for presentations

| FORMAT OF THE PRESENTATIONS | PRESENTATIONS | |
|---------------------------------------|-------------------|---------------|
| | PRESENTATION TIME | QUESTION TIME |
| PLENARY | 40 minutes | 5 minutes |
| ORAL SHORT PRESENTATION | 12 minutes | 3 minutes |
| POSTER IN THE SESSIONS LAS SESIONES | 3 minutes | 2 minutes |
| Exposition during the entire CIPREA24 | | |

IMPORTANT: ADJUST THE EXPOSURE TIME

Please ensure that you keep to the time allotted for your presentation. If you exceed the allotted time, you may be asked to interrupt your presentation.

Presentations will be held in parallel sessions and it is essential that they start and end simultaneously, so that attendees can move to different rooms at their convenience.

You will be reminded before you start your presentation how much time you have available.

It is necessary to ensure that all **speakers** receive an equal opportunity to present their work. Attendees need to be given the opportunity to attend the presentations that they consider most beneficial to their expectations.

Failure to keep to the presentation times will cause difficulties for attendees who want to attend conferences in different rooms and will prejudice the presentations that are given later.

2 Summary of the programme of the congress

A summary of the provisional Congress programme will be available on the Royal Spanish Lifesaving Federation website (ciprea.rfess.es). It is important that you check your presentation schedules in case there are any errors.

Please note that presentations may be updated depending on availability and space in the programme, therefore, those who are going to give presentations will be informed prior to the event.

The conference organisers, in order to ensure the smooth running of the conference, reserve the right to change the date, time and location of your presentation, if necessary.

3 Presentations in PowerPoint

PowerPoint files should be used for all oral presentations.

All presentations should be sent to ciprea@rfess.es by 15 September 2024.

FILE FORMAT

Microsoft PowerPoint (ppt) compatible file.

VIDEOS

For oral presentations that wish to include embedded video, film or audio files in their presentation, please note that, in addition to your PowerPoint presentation, you must also submit multimedia files by 15 September 2024.

We recommend using the WMV format for video files. MPEG3 or MPEG4 formats will also be accepted.

Suggestions for PowerPoint presentations:

The PowerPoint file should be sent in 16:9 widescreen format:

- The title slide should identify the name of the presentation, all contributing authors and their affiliations.
- Titles should be no smaller than 36 point.
- Body text should be at least 24 point with 32 point as the preferred standard.
- Use a clear, standard font.
- We recommend using no more than 15 slides, including title and closing, in a 12-minute presentation.
- If graphics or images are too detailed or condensed, they should be converted to a more appropriate format.
- All images should be inserted directly into the presentation to avoid the need to change files. Images should be inserted as JPEG files to maintain quality while minimising memory requirements.
- Ensure that there is a good contrast between background colour and text.

Considerations of the oral presentation:

- **Organisation:** PowerPoint presentations will be uploaded to the computers in each session room at 8:30 a.m. in order to allow time for any problems or issues to be resolved.
- **PowerPoint changes:** If you need to make any changes or modifications to your PowerPoint presentation once it has been submitted, you must submit your file the day before your presentation so that we can verify that it is correct.
- **Adapters:** The person giving the presentation must supply their own output adapter to connect Mac or any other port to the screen, if needed.
- ***It is the responsibility of each person making a presentation to ensure that they check their presentation so that the files work correctly with all links embedded.***

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Logistics

Registration:

Accreditation collection for the Congress will start on Friday 18 October 2024. We request that those who will be presenting their work collect their accreditation in the morning, in the period prior to the start of the Congress, in order to confirm their presentation.

Secretary:

The Secretary will be available throughout the event to assist with any questions or problems that may arise.

On the day of their oral presentation:

Arrive in the presentation room before the start of the session.

There you will meet the chairperson of the room and register. Failure to arrive on time may result in your presentation being delayed or cancelled.

CONFERENCE PRESENTATION ROOMS

There will be auxiliary staff with continuous presence and assistance inside each presentation room.

Each room will be equipped with the following audiovisual equipment:

- Projector.
- Networked laptop with Microsoft PowerPoint and Windows Media Player.
- There will be no problem for speakers to connect their own computer. This will ensure the optimal presentation environment.

Please note the following audio-visual details:

- In the event of a technical problem, including a power outage, the auxiliary staff will attend to the problem and try to solve it as soon as possible. While the problem is being resolved, you should continue with your presentation.
- The person chairing the session will time each presentation. Please be sure to keep to the programme schedule.

5

Information about the poster session

The poster sessions are designed to provide a forum for discussion of issues relevant to the Congress. Posters will be on display during the event and will be available for viewing throughout the congress.

Accepted posters will be given 3 minutes for oral presentation during one of the allocated poster sessions.

The timetable for each poster presentation will be published on the congress website, and it is the responsibility of the person who is going to present the poster to be present before the start of the session.

Poster specifications:

- Poster orientation: Portrait
- Maximum size: 850mm wide and 1200mm high (A0 poster dimensions).

Poster configuration:

The vertical partitions provided by the organisers will be used for displaying posters, with suitable fixing materials also provided by the organisers.

If you have any questions during the event, please contact the Secretariat. The mounting and dismounting of posters is the sole responsibility of the person presenting the poster.

Poster guidelines:

- When preparing your poster, you should not attempt to over-detail your entire research, project or programme.
- Present only enough data to support your conclusions or to explain the relevant point(s).
- All text, photographs and diagrams should be legible at a distance of 1.5m.
- All text should be in English or Spanish.

6 Awards

The awards for the best paper and poster will be presented at the closing session of the conference.

The members of the Scientific and Organising Committees of the Congress will be involved in the Award decision.

To be eligible for consideration, oral presentations and posters must have been presented at the IV International Congress on Drowning Prevention 2024.

7 Marketing and media

By submitting your abstract, you confirm that the conference organisers may publish your abstract in the Conference Proceedings Book in printed and electronic format.

References to you or your abstract may be made in marketing material to promote the event.