



## Congress 2019 Scientific Programme | Guidelines for Active Participation

The EFPSA Congress scientific programme would not be the same without the opportunity to engage in the theme through active participation! In order to ensure a scientifically appealing and enjoyable scientific programme we would like to provide you with some useful information, requirements and suggestions in preparation of your individual contributions. We hope you find these tips helpful.

### *General Considerations*

#### *Topics and audience*

The theme of the 33<sup>rd</sup> EFPSA Congress (April 2019) is 'A Search for Happiness'. You probably already have an idea in regards to a certain psychological field or research topic that you would like to present.

There are three important things to keep in mind concerning the theme of your presentation:

- 1. Interest and Originality** - Most important you should be personally interested in and enthusiastic about the topic and research which you have chosen to present. Also, make sure that you pick a topic which is preferably attractive and innovative for as many participants as possible. It is always appealing to introduce subjects which are outside the curriculum or present new findings in a certain domain.
- 2. Be aware of your audience** – You are presenting your work to students. Make sure they can follow your thoughts and remember that although you are dealing with psychology students in general, they come from different backgrounds and thus, they have varying knowledge about your individual topic and/or psychology in general.
- 3. Remember the Context** – Even though the theme of this year's EFPSA Congress promotes a wide range of different issues of psychological interest to be included, make sure that your topic is not too specific. If you present something outside of the common fields of research try to give a general introduction to your subjects and/or specific methods.

#### *Quality issues*

During the EFPSA Congress, students are given the opportunity and are encouraged to present even if they do not have previous experience. Moreover, students are free to try new things outside the conventional laws for scientific presentations.

However, only high-quality and well-presented pieces of work will be accepted. Applicants for active participation are expected to speak in clear and proper English in order to be understood by the audience.

Furthermore, it is crucial that a successful presentation is carefully prepared – this refers to the verbal presentation as well as visual facilities. Naturally, any kind of work should be faultless in order to be presented as a technically good piece of research. For more helpful information concerning the particular design of papers, posters and workshops is given in the sections below.



### *Points to Keep in Mind for Workshops*

#### *Student Workshops*

Workshops will be held in a provided room with all the equipment needed (the exact date will be given to you at least one week before the Congress). Please make sure that you have at least two copies of your paper available in case anyone from the Congress participants is interested in reading it following your presentation.

**Duration (in total):** 1 to 1.5 hours (if you need more time please contact us)

**Modes of presentation:** oral, with help of electronic and/or other devices (strongly recommended)

**Facilities:** flipcharts, overhead projectors, laptops, laser pointer (available at the Congress if needed – for further information see below)

**Handouts (optional):** A4 – Make sure to bring enough copies (approximately 15-20)

**Speak freely** | Your listeners do not want you to read off of your notes. Your notes should help you to structure your workshop, but do not forget that your workshop will be more lively and interesting if you talk as freely as you can.

**Have a structure** | Before your workshop, you should set some time aside to make a schedule - how much time you want to spend for your introduction, for discussions and so on. It will help you to organise the time you have. In general, your workshop should have an introduction, an interactive main part and a conclusion.

**Be interactive** | Workshops can be quite boring if the lecturer is talking all the time without integrating their audience. So, do not hesitate to ask questions, start discussions or try something completely new - your students will appreciate it!

**Use materials** | One hour or two hours are a long time, but they give you the possibility to use different kind of materials. Examples or pictures make theory livelier. If your topic can be tried out by the students themselves you should give them this chance. Please let us know what kind of media you want to use (e.g. flipcharts).

**Put yourself in your audience's place** | Your listeners are interested students; they might ask questions, have their own ideas or want to know something more. It will be easier for you if you think of this when you set your workshop.

**Handouts (optional)** | should be prepared in A4 paper format. It should contain a summary of your workshop's content as well as some contact details (your email address, university, etc.).



### *Points to Keep in Mind for Paper Presentations*

#### *Student Paper Presentations*

Presentations will be held in a provided room with all the equipment needed (the exact date will be given to you at least one week before the Congress. Please make sure that you have at least two copies of your paper available just in case any of the presentation's participants is interested in reading it afterwards.

**Duration (in total):** 20 minutes

**Modes of presentation:** oral, with help of electronic and/or other devices (optional but recommended)

**Facilities:** flipcharts, overhead projectors, laptops, laser pointer (available at the Congress if needed – for further information see below)

**Handouts (optional):** A4 – Make sure to bring enough copies approximately 15-20)

**Long-term preparations** | Read all the relevant literature you can acquire about the field of research your paper is dealing with in order to be able to answer questions. If necessary consult with your professor for evaluation of your work.

**Speak freely** | Your listeners do not want you to read off your notes. Your notes should help you to structure the presentation of your paper, but do not forget that your presentation will be more lively and interesting if you talk as freely as you can.

**Take care of time** | a paper presentation should last half an hour at the utmost (discussion included); thus, keep enough time for discussing, questions, etc.

**Electronic Facilities** | If you intend to present your paper electronically, convert your presentation to the PowerPoint file format (PPT) or PDF. Stick to the essentials: the size of your presentation should not exceed 20 slides per paper.

**Handouts (optional)** | should be prepared in A4 paper format. It should contain a summary of your paper's content as well as some contact details (your email address, university, etc.



### *Points to Keep in Mind for Poster Presentations*

#### *Student Poster Presentations*

Students' posters will be hung in the Foyer during the whole time of the Congress. There will be some time during one day (the exact date will be given to you at least one week before the Congress) where you will be allocated 5 minutes to give a short presentation of your poster. Following this, you should spend about an hour in front of your poster in order to explain its structure and elaborate significant findings of your work. Other participants will walk through this room, look at the posters and if they like, they will ask some questions.

**Duration (in total):** 1 hour (approximately)

**Modes of presentation:** Printed poster sized at least Din A2 preferably A0 (for further layout requirements see below)

**Facilities:** laser pointers (available at the Congress if needed)

**Handouts (optional):** A4 – Make sure to bring enough copies

**Fonts** | Make sure that the font is big enough to ensure that the poster is readable, avoid weakly readable fonts.

**Design** | Make an effort to design a visually attractive poster with easily readable text. If you know someone whose trade is design, ask them to assist you.

**Illustrations** | If possible, illustrate what you are talking about with pictures, and present the results with simple graphs and the simple tables.

**Handouts (optional)** | should be prepared in A4 paper format. It should contain a summary of your poster's content as well as some contact details (your email address, university, etc.). At least 15 copies should be made and placed next to your poster so interested viewers can read more information.