

# SPEAKER GUIDELINES

## Presentation Location

### The International Conference on Psychiatry and Mental Health

Hosted by **Scope Conferences**, the event will take place in **Rome, Italy**, at the **Hampton by Hilton Rome North Fiano Romano**.

The conference will begin at **8:30 AM** with an **opening ceremony** and an exciting lineup of **keynote presentations**, **speaker sessions**, and **poster presentations**.

We kindly ask all attendees to arrive at the meeting room well before the start time to ensure a smooth and punctual start to the day.

## Speaker Guidelines

We are excited to have you as a speaker at the conference! Please review the following guidelines to ensure a smooth and impactful presentation:

- **Presentation Duration:** Speakers are allotted **25-30 minutes** for their presentation, followed by a **5-minute Q&A session**.
- **Language:** The preferred language for presentations is **English**. If you require translation assistance, please notify us in advance.
- **Submission Requirements:**
  - Format: **PowerPoint (PPT)**
  - File Size: Maximum **30MB**
  - File Naming: Label your file with your **first and last name**.
  - Deadline: Submit your presentation at least **15 days before the conference** to [contact@scopeconferences.org](mailto:contact@scopeconferences.org).
  - Backup: Bring a copy on a **USB drive** or **hard disk** as a precaution.
- **Provided Equipment:** The meeting room is equipped with:
  - A digital projector and screen
  - Laptop
  - Slide presenter with a pointer
  - Microphone and basic sound system

If you have any questions or special requirements, don't hesitate to contact us. We look forward to your presentation!

## Certificates

Participants will receive certificates from the session chair or co-chair after the conference or their presentation.

## Poster Presentation Guidelines

- **Poster Dimensions:** Posters should be **1 meter in height** and **1 meter in width**.
- **Setup:** Posters must be mounted on the designated walls at least **one hour before** the poster sessions start, as outlined in the final program.
- **Certificates:** Participants will receive certificates either:
  - During the **closing ceremony** at the end of the conference
  - Or immediately following the conclusion of the poster sessions.

We look forward to showcasing your contributions!