



International Congress
on Evidence-based
Parenting Support

ONLINE, 6–8 JUNE 2023

PRESENTED BY



GUIDELINES FOR I-CEPS PRESENTATIONS

Congress details

WHEN: June 3-6, 2025

VENUE: vFairs Virtual Platform

WEBSITE: <https://www.i-ceps.pafra.org/>

RECORDING TUTORIAL: <https://youtu.be/hYv91vukHNo>

REGISTRATION: <https://i-ceps.vfairs.com/>

PRESENTATION UPLOAD PORTAL: <https://i-ceps.pafra.org/abstracts>

Introduction

The I-CEPS Scientific Program Committee would like to thank you for presenting at the upcoming International Congress on Evidence-based Parenting Support 2025. These guidelines aim to provide you with some assistance in planning for your presentation.

Timeline details

	Deadline
Register for I-CEPS to accept invitation to present	March 15
Upload your recording to the submission portal	May 1
Upload engagement resources (poll/quiz questions, handouts, etc.) to the submission portal	May 1
Attend I-CEPS 2025!	June 4–7

Registration

All presenters must register by March 15 to secure their place in the program.

Please visit the conference website at <https://www.i-ceps.pafra.org/registration> to register. As we have kept registration fees to a minimum, there is no reduced registration fee for presenters.

Program

A draft of the event program will be available on the [I-CEPS website](#) from late April.

We ask that you please check that your name, organisation, presentation title and abstract are correct. If there are any corrections needed, please advise the I-CEPS team at i-ceps@pafra.org.

Guidelines for presentations

1. **Format:** All presentations will be pre-recorded and hosted in an OnDemand library during the Congress. Attendees will regularly be directed to this library to access pre-recorded sessions. While there will be a live feed for plenary presentations and workshops, the program will include dedicated time for attendees to view pre-recorded sessions. Attendees will also have the option to filter the library based on the subthemes and keywords selected during abstract submission.
2. **Interactive tools:** Each presentation will have an ongoing discussion forum where attendees can leave questions and comments. Presenters are asked to pre-arrange a specific time to be available in the forum to answer questions, ensuring an interactive experience. Presenters can also engage with their audience by utilising tools such as polls, quizzes and handouts, which will be open throughout the duration of the Congress.

In addition, if presenters wish to host a live discussion, they can pre-organise a roundtable session (with a maximum of 40 participants) at a time that works best for them. This offers an opportunity to engage directly with attendees and explore the content of their presentation further.

Alternatively, if a conversation naturally starts up in the discussion forum, presenters may arrange an impromptu roundtable meeting in one of 20 free meeting rooms available during the event.

Further details about available timeslots for Q&A/Roundtables will be shared soon.

3. **Content:** Presentations should weave a compelling story that clearly articulates the implications for research, policy and/or practice in evidence-based parenting support. Integrating end users' voices (such as from parents, caregivers, children and practitioners) is a great demonstration of impact. Please make sure to have consent from all end users before submitting your presentation. Ideally, end with key messages and a call to action for the audience to take away.
4. **Engaging the audience:** We encourage presenters to be creative and to think about how they can increase engagement and interaction with attendees. This could include the use of images, animations, videos, and other multimedia elements. It is presenters' responsibility to ensure they have the relevant permissions to use the images and videos in their presentations. Only use images you have the copyright for/approval to use, or ensure they are sourced from free-use sites.

Specific presentation type guidelines

- **Rapid paper presentations:** 5 minutes
- **Individual paper:** 15 minutes
- **Symposia:** 15 minutes per paper (up to 60 minutes total)
- Please ensure all visual aids are in English for consistency for the international audience. You are welcome to provide visual aids or handouts in any other language as well as English if you wish.

Handouts

If you wish to provide materials for delegates at the Congress, please upload them to the recording portal by May 1st so they can be uploaded to the Congress platform. Handouts can be specifically relevant to the presentation (i.e. used to support the presentation or to encourage forum discussion) or used as pathways to further information about your organisation and/or projects.

Logistics - Recording

1. We recommend recording your presentation using Microsoft PowerPoint. Please see our video guide [here](#) or access it on the [Congress website](#).
2. You may also record your presentation using the following options:
 - A video recording application on your own device.

- Videoconferencing software such as Microsoft Teams or Zoom (see the extra tips below for more information about recording on these platforms).
 - Free or paid presentation platforms such as Visme or Canva.
3. Keep your background simple and uncluttered. If you wish to blur your background or use a custom background, you will need to use an application like Microsoft Teams or Zoom.
 4. Please record your video in high quality (720p).
 5. Set your camera at eye level so you are looking straight ahead.
 6. Make sure your microphone clearly records your voice, and wear a headset or earphones if you need to block noise around you.
 7. Try to distance yourself from any background noise that could carry through to your recording.
 8. Avoid wearing checks, stripes, small prints as these can 'strobe' on camera. If using a virtual backdrop avoid wearing pale green as this can cause you to 'fade' into the backdrop – this is the 'green screen' effect.
 9. Ensure your face is well lit by positioning yourself with adequate light on your face. Try to not to have light behind you (e.g. from a window) which puts your face in shadow.
 10. Pause for a few seconds at the beginning of your presentation before starting. Introduce yourself briefly (under 30 seconds). Similarly, pause for a few seconds once you close your presentation.
 11. Check your recording to make sure that the audio is clear and at a suitable volume, and that any visuals such as PowerPoint slides are easy to read and understand. Avoid using too much text or small fonts.
 12. Consider using closed captions if you can on the platform you use.

Logistics – Uploading your recording

13. Save your recording as an MP4 file.
 - If you are submitting a symposium, please submit a single recording that combines each of your papers. We are asking that symposia presenters who have recorded separately, attempt to compile their recordings. If each of your presenters have recorded through PowerPoint you can copy the slides into a single file and export as a single recording. If your presenters have recorded using different software (e.g. Powerpoint and Zoom) we recommend using a video stitching app (e.g. clipchamp, premiere, movie maker, etc.) If you are experiencing significant difficulty combining your recordings, please inform the I-CEPS team at i-ceps@pafra.org. We can discuss alternative submission options (external to the submission portal).
14. Reopen the [I-CEPS abstract submission portal](#).
15. Skip through to the new 'recording submission' step and follow the guide within the portal.
 - You will need to upload your recording to an external video submission form, copy the generated Vimeo link, and then paste this link into the recording submission portal.
16. Upload any supplementary materials to the submission portal.
17. Click through to the 'review' step and hit submit.

For presenters who would like more guidance about recorded presentations, please see the extra presentation tips below.

Technical support

If you encounter any technical issues on the day, please reach out to the vFairs team at i-ceps2025@getvfairs.io.

Further information

If you require any further information about registration, program or venue please contact the Congress email (i-ceps@pafra.org) or visit the website: <https://www.i-ceps.pafra.org>.

Extra presentation tips

If you are new to online presentations and would like some ideas about creating engaging recorded presentations, please see the extra presentation tips below.

Creating engaging presentations

- We recommend limiting the size of your slideshow to no more than 1 slide per minute, and preferably less if the information in your slides is difficult to understand at first glance.
- Please ensure PowerPoint presentations are in 16:9 aspect as 4:3 aspect (square) presentations will not fill screens.
- Start your presentation with a title slide. This will have the title of your paper/presentation and include all contributing authors, with the presenting author/s highlighted. This should also serve as the thumbnail for your video (what virtual delegates see before they hit play on a video).
- Keep your slides clean and legible. Remember that videos are generally watched in smaller windows, or even on a phone or tablet. Thus, small fonts or screenshots may not be legible when displayed at this size. Make slides visually appealing. Use high-quality graphics and limit the amount of text on each slide. Focus on presenting key findings in brief bullet points instead. It's your job as a presenter to deliver the content. The slides are meant to enhance your spoken words, not replace them, so try switching between slides and your camera.
- To help you achieve a seamless recording, we recommend that you practise your presentation two or three times before recording. It is also helpful to prepare a detailed script so that you can ensure that all key points and facts are delivered during your recording. This will allow you to articulate your message clearly, as well as cut down on errors and hesitations (umms and ahhs) whilst recording. If you are using PowerPoint, there is the ability to use Presenter Coach to rehearse your presentation. [Click here for more information](#).
- Make sure the camera frames your face, neck, and shoulders. People are drawn to faces, so you do not want to lose that connection by being too far away. Remember to look directly towards the camera and not down at your notes. Place your notes directly below the camera so that you can read them during your presentation whilst continuing to direct your gaze at the camera. Delegates are more likely to be engaged for the full duration of your presentation if they feel they are being spoken to directly, rather than watching someone who is reading a script and not looking at the camera.
- Choose a background that enhances your professional image and is aligned with your message. Avoid a cluttered background or anything that can be distracting such as people walking around or moving images. If using a virtual background, be sure to test it out first!
- While delegates may forgive a less than perfect video, if they cannot clearly hear you, they will likely leave your presentation early. Choose your recording space based on the amount of background noise there is. Avoid areas where you can hear traffic, the heating and cooling system, or voices from another room.
- Just like in a live presentation, you want to present with energy and animation. Being too slow or too monotone in your voice makes it easy for delegates to disengage and tune out. Speaking in a clear, bright voice goes a long way.
- Be creative. If you have the opportunity to include photos, video or testimonials, please do so (with appropriate permissions).
- Just like in face-to-face presentations, audiences connect to authenticity, so be yourself! If you look like you're enjoying the presentation so will others. Happy, engaged people retain information better than those who are bored or disinterested. Let your personality shine through. Have fun!

Microsoft PowerPoint

You can use Microsoft PowerPoint to record both audio narration and a webcam recording of yourself superimposed on the slides.

Additionally, if you add your script to the Notes field, the notes will appear at the top of your screen (normally right below where the camera is located) to help you hold your gaze towards the camera. The basic steps for recording are:

- Go to the “Slide Show” tab.
- Click on the “Record Slide Show” button and select “Record from Beginning”.
- The “Settings” button on the upper right corner allows you to select your microphone and camera.
- Click “Record” on the upper left corner. PowerPoint will start a 3-second countdown and then start recording. The recording will automatically stop after your last slide.
- Select “File” -> “Export” -> “Create a Video” to save your recording on your hard drive (We recommend a resolution of 720p).

Zoom

If you have created a Zoom account (including the free version which you can download [here](#)), you can simply start a Zoom meeting and record the meeting to your local hard drive. The basic process is as follows:

- Start a new Zoom meeting. “Exit Full Screen” if the meeting window has covered your whole screen by default.
- If you are using slides, open these in a new window. In PowerPoint, you can set the slide show to begin in a window (instead of taking up the whole screen) by following these steps:
 - Go to the “Slide Show” tab
 - Click the “Set up Slide Show” button
 - Select “Browsed by an Individual Window”
 - Click the “From Beginning” button to begin the slide show
- In the Zoom toolbar, click “Share Screen” and select the “PowerPoint window”.
- Click Alt+R or “Record” in Zoom (it may be under the “More” button). The recording will begin immediately. Go through your presentation. When you are done, click the “Stop Recording” button, or the Alt+R key combination again.
- End your meeting. Wait for the recording to be processed. It will be saved on your computer, and Zoom will open the folder with the recording.