

Guidelines for the ESSSB15 oral presentations

Congratulations on being selected by the ESSSB15 Scientific Committee as a paper presenter within a symposium or parallel session. These suggestions are meant to be a helpful guide. Your paper has been grouped either within a self-organized symposium or clustered with others into a parallel session with a shared theme. All presenters receive these notes and they will, we hope, give reassurance to those who may not have presented before.

The ESSSB15 should be seen as a chance to present the essentials of your work to an international audience of colleagues working in the same field, to get critical feedback and ideas and to network with people who share your interests. We do hope that your presentation will give rise to further discussion outside the ESSSB15 and perhaps future collaborations.

A symposium or parallel session will last an hour and a half, being shared equally between 4-6 presentations. This means that your individual presentation is unlikely to be more than **15 minutes (incl questions)** for you to present the ‘essence’ of your work. The Chair of your symposium or parallel session will ensure you keep to time.

Each symposium and parallel session has papers which have been grouped on the basis of the abstracts that were submitted during the ‘Call for Abstracts’. Every attempt is made to ensure that presenters within a symposium and parallel session have some common theme. We recommend that papers are presented in turn, separated only by short questions of clarification. The session is concluded with an opportunity for audience debate and dialogue.

Be aware of your audience: many delegates will be talking and listening in a language which is not their own. Make sure you have clear power-points to structure your talk and to give aid to those who may be having difficulty understanding you. The ESSSB15 participants come from a wide range of countries, professional backgrounds and disciplines. Some contributors will be highly experienced but there will be many who are not. The development of contributors both as researchers and as communicators is seen by the ESSSB15 Scientific Committee as an important part of raising the debate about issues on suicidal behaviours.

Each symposium and parallel session is allocated a Chair (occasionally also Co-Chair). The Chairs will encourage and support contributors, so use them if you need help.

Before the symposium or parallel session

We would recommend that everyone reads beforehand each other’s abstracts which will be published in the ESSSB15 electronic abstract book and perhaps have a brief preparatory meeting before the session, if possible on the previous day. If you can, have this meeting in the room you will be using for your symposium or parallel session so everyone knows where it is. Check the layout of the room and the technical equipment that you need is compatible. A technician will be available on call.

Agree on a timetable with your symposium or parallel session Chair; how long each is to have; and what is the order of appearance. We recommend that essential questions of clarification are dealt with during or immediately after each presentation but that the greater amount of time is kept for discussion at the end of the session. To be fair to all, agreed times should be strictly enforced by the Chair.

During the symposium or parallel session

Begin on time and finish on time. The Chair will introduce you, so make sure she/he has brief accurate biographical details.

If you are interested in disseminating your work, please bring with you sufficient number of papers for delegates who may want a copy. Alternatively, you can ask delegates who want copies to leave their name and address on a sheet or to email you and mail them a copy electronically after the ESSSB15.

Enjoy your presentation and thank you for sharing your work. We hope you have a fruitful and pleasurable conference experience.

Prof Dr Airi Värnik, ESSSB15 President
Prof Merike Sisask, ESSSB15 Vice-President
Peeter Värnik, ESSSB15 Vice-President

www.esssb15.org
www.suicidology.ee

