

Dear ECMH Presenters,

In addition to general instruction you have received, please take a look at some of the technical tips here:

- Check the time of your presentation and Session number from [www.ecmh.eu](http://www.ecmh.eu)
- Use PowerPoint and prepare your presentations following the instructions given on our web pages. We recommend you to use fonts bigger than normal (screen is small); 24 (even 28) and prepare a separate “Conclusions” slide as the last one – this helps other participants to make comments and questions at the end of your presentation
- Send your presentation as PowerPoint file to [info@evipro.fi](mailto:info@evipro.fi) no later than Sep 29. Name your file in following way using session number, your name and country (e.g. Session 3 Lauri Kuosmanen Finland). This is for back up. You will share your presentation from your computer at the Session.
- Download your presentation on your desktop, where you can easily share it in your Session by using “Application window”.
- Please be very exact with the length of your presentation which is 15 minutes. You will be stopped if you speak longer than this.
- Familiarize yourself with Alt + Tab; this shortcut switches between application-level windows without using the mouse (Task Switcher). This helps you to move between Session Room in Hopin and your PowerPoint presentation at your desktop.
- You are welcome to join us in rehearsals in Hopin platform on Sep 28 at 1:00 pm - 3:00 pm and 5:00 pm - 7:00 pm and on Sep 29 at 11:00 am – 1:00 pm using this link: <https://hopin.to/events/test-event-3-evipro>
- Most of the Oral Presentation Sessions will be recorded so that delegates in other time zones can study them in suitable time. If you do not want to be recorded, inform conference organizers no later than Sep 29 using email: [info@evipro.fi](mailto:info@evipro.fi)
- In every Session Room there is a moderator from ECMH Team who helps you in sharing your presentation and checks that your camera and microphone are working

If you have any questions or worries, please do not hesitate to contact: [info@evipro.fi](mailto:info@evipro.fi)

Wonderful to see you all next week!

Warm regards,

Lauri

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Mr. Lauri Kuosmanen  
Adjunct Professor, PhD, RN, FEANS  
European Conference on Mental Health  
Secretary, Scientific Committee  
Member, Organizing Committee  
Email: [lauri.kuosmanen@evipro.fi](mailto:lauri.kuosmanen@evipro.fi)  
Mobile: +358 500 557 137  
Twitter: @LaKuosma  
[www.ecmh.eu](http://www.ecmh.eu)