

# VII International Sociodrama Conference

Co-Creating Social Responsibility

**16 - 20 June 2021**  
Online



SOCIEDADE  
PORTUGUESA  
DE PSICODRAMA

## Info for authors:

The Local Organizing Committee, the International and the Scientific Committee are honored to welcome you and thank you in advance for your valuable participation!

First, we kindly ask you to carefully check the Conference programme. Please, note the day, time, and space where each of your directions will take place.

Below, we prepared some **general information and suggestions** for the authors:

- The Conference will take place on the Zoom platform. Make sure that you have installed the most up-to-date version of the program.
- A good internet connection is essential! Check, in advance, if your connection is strong and stable. If possible, use cable connection and don't forget to turn off the Wi-Fi.
- Use a desktop or laptop computer; tablets or cell phones/mobiles are less user-friendly in Zoom features: to turn on or off both either the micro or the camera, you only can see a reduced number of participants per screen, which makes interaction difficult.
- The Conference organization prepared this tutorial with basic Zoom tips for participants; it may be useful for you to watch them.
- Each parallel or plenary session will take place in an independent Zoom account, where you can create simultaneous rooms, use the whiteboard, share screen, etc.
- You will receive the link for your session the day before it happened.
- Please, check carefully the time of your workshops and make the conversion to your time zone: the time of the programme is the time of Lisbon (London), GMT+1.

- You can log in to your Zoom account 20 minutes before the scheduled time of your session. You will be the host or the co-host of the meeting (to have access to all the features of a ZOOM account).
- A member of the Conference organization will open your ZOOM room, will make your presentation to the participants, will be present throughout the session and will have the honor of supporting you in any matter relating to the organization of the Conference or the Zoom account where the session will take place; this person should remain as co-host during the session.
- For security reasons, a member of the Conference organization will be solely responsible for the waiting room and admission of registered participants.
- You must log out of the Zoom account until 10 minutes after the scheduled time to end the session; so please prepare your session to end earlier to avoid an abrupt ending and to respect the beginning of the next workshop.
- Enrollment takes place 10 minutes before the session starts.
- Please, observe strictly the session's start and end times.
- We suggest you plan your session to end some minutes early to avoid delaying the next session.
- The maximum number of participants per session is 30. Participants will only have the link to the sessions they are registered for.
- You should have your own support team to carry out your session: following up on messages in the chat, emotional support for participants or technical support for Zoom (creating rooms, sharing screen, among others).
- At the beginning of the session, we suggest that you check if any attendee needs support to participate, as for people with Special Needs (for example, people with low vision may need audio description).
- If you feel it is necessary, the translation of the session or parts of it can occur informally with the help of the group of participants, similar to what happened in previous conferences.
- We ask you for special care with the translation if you are conducting a plenary session.
- **Specifically for the Poster/Communication session:**
  - ⇒ You will have a maximum of 20 minutes to make your presentation.
  - ⇒ The presentation format is free and may include activities and interactions with the audience.
  - ⇒ If you want, you can record your presentation or part of it and share the video in the session.

⇒ After the presentations, it will open a dialogue between authors and participants.

**Remember:**

- the number of participants per session is limited;
- the Schedule of the programme follows the Portuguese time zone (GMT +1); you need to know the gap between your time zone and Portugal; you may want to consult, for instance, this website: <https://www.timeanddate.com/worldclock/personal.html>
- If you need, you can contact by WhatsApp: Léa Kellermann: +351 964 052 295; Liliana Ribeiro: +351 933 420 637; Margarida Belchior: + 351 965 799 957; Nuno Amarante: +351 964 017 842

On behalf of,

The Local Organizing Committee,

Mauela Maciel, Margarida Belchior & Luzia Lima-Rodrigues

**If you have any doubt, our email address:**

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