

# 16<sup>th</sup> World Congress of Bioethics (WCB)

Basel, Switzerland  
20 - 22 July, 2022

Congress of the Feminist  
Approaches to Bioethics (FAB)  
18 - 19 July, 2022



Dear presenter,

Please find enclosed all relevant information regarding your presentation at the 16<sup>th</sup> World Congress of Bioethics and the Congress of the Feminist Approaches to Bioethics.

## 1 PROGRAM

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You can find the whole program of the congress including all abstracts in the [congress planner](#) (online congress program).

Use the search function and insert a name, title of the presentation or search by topic to find your presentation slot.

## 2 YOUR PRESENTATION

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FAB and WCB congresses are held in a hybrid format.

That means that each day we will have streamed live sessions in the plenary room. (Room 001 for FAB and Room Aula for WCB)

Furthermore, some of the parallel sessions will be given virtually in Zoom others are being presented in person in Basel. All virtually held sessions are marked in the congress planner.

You indicated during your registration if you are coming to Basel in person or if you will present virtually. The program is currently in its final form, therefore we might not be able to take into account requests received after this date.

Presentation times:

### **Oral presentations**

3 or more papers will be given together with other related talks in one parallel session.

15 minutes' presentation time for each presentation, followed by 30 minutes of discussion time for the entire papers within a session.

### **Short Oral presentations**

These sessions include 7 – 10 short presentations per session. Each presenter will have 7 minutes for their paper, followed by 2 minutes of Q&A.

### **Panel/Symposium Session**

A thematic session with up to 5 individual talks.

90 minutes in total. The organizing person can structure the session as they like.

### **Workshop (only WCB)**

Workshop time upon indication in congress planner (90 minutes)

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## 2.1 IN PERSON PRESENTATION

If you indicated that you will attend in person in Basel, you can find the room where you are supposed to present in the congress planner.

Please prepare a **Powerpoint Presentation in format 16:9** and bring your presentation **on a mobile device (USB-Stick) to the presentation room directly**. Please note, that a presentation with your **own laptop is not possible**.

All slides must be prepared in English. Presentation language is also English. Your presentation should not exceed 15 minutes' time for Oral papers and 7 minutes for Short oral presentations.

There will be a Session Chair (for the oral papers and short oral presentation) / a technical support staff (for symposium/panel session) in each room to help you install your presentation and lead the session in the case of oral papers and short oral presentations. Symposium/Panels will be led by the chair named at the time of abstract submission. Please, arrive at the assigned room at least 5 minutes before the beginning of the session to allow time to the Session Chair to set up the presentations. All parallel session rooms are equipped with a Laptop, screen, beamer, microphones and loudspeaker.

Please note that **all presentations will be streamed in Zoom** for our virtual participants. The Session Chair/Technical support staff in the room is responsible to set everything up and check that the stream is working.

We will not record any of the parallel sessions (oral papers, short presentations, symposiums) or workshops. Please send your presentation to the chairperson before the conference starts.

## 2.2 VIRTUAL PRESENTATION

If you indicated that you will attend virtually, you are presenting from your office/ from home. We will send you a Zoom link to give your presentation.

General Requirements:

- Make sure that you have a stable internet connection (Ideally you are connected with a LAN cable and not WLAN)
- Use the latest version of Zoom (Open your Zoom App and search for Updates)
- Use a headset for a better voice quality (your cell phone headset is already sufficient).
- Place a light source (window or lamp) in front of your PC/Laptop, the way that soft light shines on your face

Please prepare a **Powerpoint Presentation in format 16:9** and share your presentation in Zoom.

As a backup you can send your presentation to the Session Chair before the conference starts (Deadline July 14).

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All slides must be prepared in English. Presentation language is also English.

There will be a Session Chair (for oral papers and short paper presentations) / technical support staff (for Symposium/panel sessions) in your Zoom session that will help you install your presentations and subsequently lead the session in the case of oral and short presentations. Please send your presentation to the chairperson before the conference starts. The virtual panels will be led by the Chair named at the time of abstract submission.

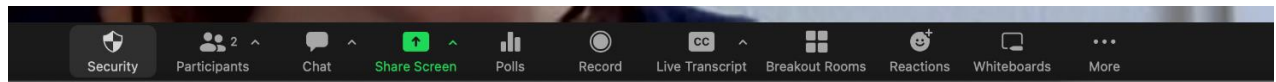
Please, make sure to enter the ZOOM meeting five minutes before the beginning of the session to allow the host to check the quality of the presenters' connection and setting.

Participants will also join via Zoom. Questions should be asked via Chat-Function or raising the hand.

We will not record any of the Zoom presentations.

## 2.3 HOW TO USE ZOOM

- At the bottom right corner, you can mute/unmute yourself and start your video (by default you will be muted upon entry to the session. You should only unmute yourself for your presentation and during discussions)
- By clicking on Screen share you can share your presentation (1. Step open your presentation on your computer and then share in zoom)
- Participants should use the Chat function to ask you written questions.
- You may have live transcription during the presentation



## 3 RECORDINGS ON DEMAND PRESENTATIONS

All short presentations, oral paper presentations, and symposium/panel authors must submit their presentation so that we can make it possible for participants to learn about your paper after the congresses (FAB & WCB). In light of the many parallel sessions and the hybrid nature of our congress, this is an additional offer that we find useful for all participants and the presenters.

We therefore ask all presenters to prepare and submit a PDF with voiceover or a video with a summary of the important points of your presentation. These Videos will be available on demand for 1 month after the congresses.

### 3.1 LENGTH & SIZE

The presentations should **not exceed 60 MB**

**Length:**

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Oral presentations: max. 15 min.

Short oral presentation: max. 7 minutes

Panels/Symposiums: per presentation max. 15 min., if you like you can also submit a one slide introduction to the panel that should not exceed 3 minutes.

Workshops: recording is not required, if you would like to submit a summary please do not exceed 15 min.

## 3.2 UPLOAD

Please Upload your presentation **until the 14 July 2022** in the respective topic you have already submitted the contribution using the dropbox links below.

Upload formats: MP4, MOV, AVI, PDF with voiceover

File name:

WCB22\_Abstract ID\_Name\_Short title or

FAB22\_Abstract ID\_Name\_Short title

Upload-Link Topic 1: Bioethics and Covid-19:

<https://www.dropbox.com/request/Mik0II0I56tdz3kg1l2U>

Upload-Link Topic 2: Increasing responsibility: Challenges for global bioethics

<https://www.dropbox.com/request/Q0DExlqSF1VTXugct2X1>

Upload-Link Topic 3: Making it explicit: The impact of new technologies:

<https://www.dropbox.com/request/qZX5lKKZclPmlESKmhmd>

Upload-Link Topic 4: Whose responsibility? Individual and public obligations

<https://www.dropbox.com/request/9neq6U4GSdrSAyflFsSw>

Upload-Link Topic 5: Beyond transparency: rethinking boundaries in bioethics

<https://www.dropbox.com/request/jd3oju08whcKr0kSJ7He>

Upload-Link Topic 6: Other

<https://www.dropbox.com/request/XBHNPQ6oiqNUYQKUzLJB>

Upload-Link FAB22 – Feminist Approaches to Bioethics

<https://www.dropbox.com/request/qySdQRZLDRK68jqRU4Cs>

## 3.3 OPTION 1: CREATE A VIDEO OUT OF YOUR POWERPOINT PRESENTATION:

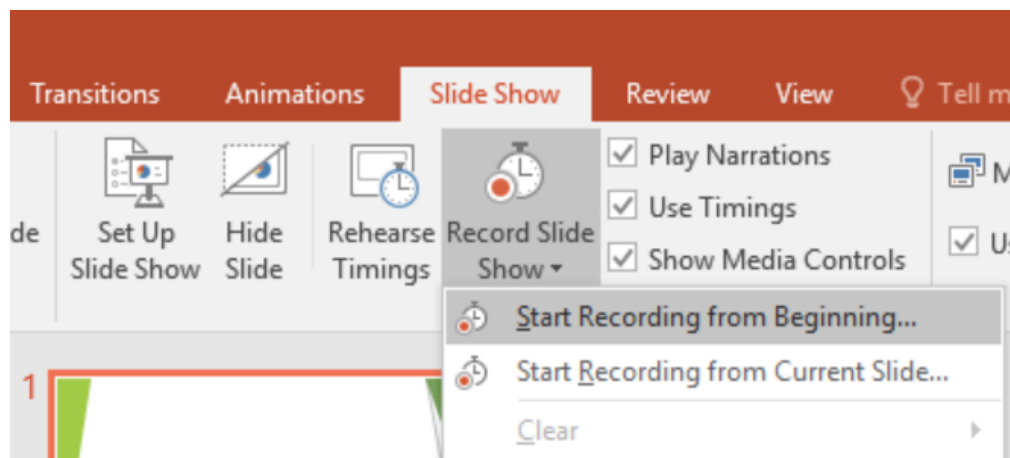
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- Open your finished Powerpoint presentation on your computer
- Choose the Menu “Slide Show” and then “Record Slide Show”
- Start the Recording from Beginning, click through your presentation and hold your talk. Bear in mind the length for the recorded presentation is less than for your presentation at the congress. You should record sort of a summary of the most important points of your work.
- Tip: Check your sound before recording the whole presentation
- Click through the whole presentation and record your audio and video if you like



- Save as type: MPEG-4 Video  
The MP4 Format is a pre-compressed and compact file type (so it's small) and it plays on just about any device

## 3.4 OPTION 2: CREATE A PDF WITH VOICE-OVER

- Save your presentation as PDF
- Open “Tools”
- Click on “Add Sound”
- Click on the region on the page where the file should be inserted
- Choose a sound file (Please record your sound as MP3 file)