



Presenter guide

Information for presenters for the
2024 Global Health Literacy Summit

Health literacy for people and planet

Highlighting its importance for equity and
sustainable development

18-20 September 2024
Rotterdam, Netherlands

i-hlasummit.org



IHLA
Global Health Literacy Summit
Health literacy for people and planet



Details

We welcome you in Rotterdam, the Netherlands to the **Global Health Literacy Summit**. The Global Health Literacy Summit is organized by the International Health Literacy Association in collaboration with a wide range of partners.

Your contribution plays a vital role in shaping the discussions and insights shared at our Summit, and we genuinely appreciate your commitment to advancing health literacy.

Dates

18-20 September 2024

Venue

de Doelen

Website

i-hlasummit.org

Social media hashtag

#IHLASUMMIT2024

Registration

All speakers must register for the Summit.

Deadline: Monday, 15 July 2024.

Language

The official language of the Global Health Literacy Summit is English. Posters and presentations for all sessions are therefore expected to be written and presented in English. The discussions will also be in English. Simultaneous translation in other languages will not be provided.

 2024 theme

Health literacy for people and planet

highlighting health literacy's importance for equity and sustainable development

[Register for the Summit](#)



Instructions

These guidelines provide essential information on formatting, content, and presentation style to ensure that your contribution aligns seamlessly with the Summit's objectives. We encourage you to review these instructions carefully.

Poster

As a presenter, you are responsible for the content of your poster, including any graphics. You may include symbols indicating “No Photography” or “No Recording” to protect your data. However, please note that the Organizing Committee cannot ensure the protection of preliminary or sensitive data.

Important: All posters must be in English, as it is the official language of the Summit.

Size

Your poster must be in portrait format (not landscape) and use the A0 template provided (841 mm x 1189 mm or 33.1 in x 46.8 in).

Format

- Posters should ideally be prepared on one sheet. Alternatively, you may use several smaller sheets.
- Allocate the top section of the poster for the title, authors as listed in the submitted abstract, and contact details for the duration of the Summit

Content

- Ensure that the text, illustrations, and other elements are bold and clear enough to be read from a distance of two meters.
- Include conflict of interest disclosures on your poster.
- Use high-resolution images and graphics to avoid pixelation.
- Include a QR code for additional resources or contact information.

Logistics:

- **Printing:** Please arrange for the printing of your poster and bring it with you to the Summit.
- **Mounting Materials:** Push-pins for attaching posters to the boards will be provided in the poster area. Staff will be available to assist you with the poster locations.
- **Setup:** More information on when to hand in and remove your poster will be available in August.
- **Removal:** Please remove your poster by the end of the Summit. The organizers are not responsible for any posters left behind.

Oral presentation

75-minute session with up to 6 presentations moderated by a chair person.

Ten minutes (including 2 minute discussion), have been allotted to each speaker. Please keep to the time limit!

For the 8 minute presentation, you can prepare a maximum of 8-10 slides in PowerPoint, including the introduction and end slide.

Symposium

75-minute session with 4 presentations and a moderated discussion. Single presentations should be sent to the symposium organizer, who will bring them as a single presentation on a USB-stick to the session.

Please contact the symposium organizer to check the maximum number of slides and time.

Workshop

75-minute session that focuses on practical experience and skill building. If a PowerPoint presentation is going to be used, you should bring it on a USB-stick to the session.



PowerPoint instructions

The following information applies for all types of sessions that include PowerPoint presentations.

Technology

A beamer and a computer are available in all rooms. Presentations must be brought by the speakers on their own USB stick in “.ppt”, “.pptx” or “.pdf” format. All files will be deleted after the session.

Please make sure to test and upload your presentation on the available laptop in your parallel session room at least 10-15 minutes before the start of the session so that we can start on time. A technical assistant will help you with this.

Technician

A technician will rotate between the rooms during the parallel sessions and will assist you in case of technical difficulties.

Questions

If you have any questions, please contact the summit secretariat via helpdesk@klinkhamergroup.com. Updated information, important dates, and announcements about the Summit are always available on our website www.i-hlasummit.org.



Travel information

Location

Rotterdam, the host country for the 2024 Global Health Literacy Summit, is characterized by its fantastic architecture, impressive skyline, and rich history.

[Read about Rotterdam](#)

Travel

You can reach Rotterdam very easily by international trains. Intercontinental travelers can fly to Amsterdam Schiphol Airport, then take the train to Rotterdam.

[Read about travel & visas](#)

Where to stay

You can book a hotel within walking distance from the venue.

[View the hotels](#)

Venue

De Doelen is a concert hall located in the very heart of Rotterdam, a short walk from Rotterdam Central Station, tram, metro and bus stops.

[Read about the venue](#)



HEALTH LITERACY FOR PEOPLE AND PLANET

#IHLASUMMIT2024

**For more information for
presenters, contact:**



helpdesk@klinkhamergroup.com

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