

## **Congress Regulations**

### **21st PORTUGUESE ART THERAPY CONGRESS/ XIX International SIPE CONGRESS / 6<sup>th</sup> Portuguese Brazilian Meeting**

1. Proposed papers' contents should be within the congress theme. Being it relatively wide, specific areas covered by the paper should then be shown in the introductory text.
  2. Papers will only be accepted against registration payment of the fee prevailing at the time.
  3. In case there is more than one lecturer for a paper, the lecture time should be divided by all.
  4. In case there is more than one lecturer for a paper, the only the names shown in the program will be of those who have paid for the registration.
  5. If an invited congress participant doesn't meet the agreed conditions in the invitation, the payment of the registration at the prevailing price at the time, will be required.
  6. Lecturers will be responsible for their lecture's quality and paper contents.
  7. The Congress' organization will not be held responsible for the absence of a lecturer foreseen in the program.
  - 8- Lectures schedule and lasting should be strictly carried out. In case of delay or absence of the lecturer, at the scheduled time, the lecture will not be possible.
- Lecture times:
- Plenary conferences – 40'
  - Oral lectures – 20'
  - Online workshops – 120'
9. Lecture audiovisuals management (PowerPoint, DVD, CD, etc.) are the responsibility of the lecturer. In case of difficulties, time has to be respected.
  10. The congress' organization will not be held responsible for:
    - Unexpected technical flaws that may block the use of audio-visual complements on lectures. In that case, the lecturer should go on with his lecture, during the agreed time, according to what is possible.
    - Costs due to lecture issues are supported by the lecturer.
    - Selling books, publications and other items.
  11. Reimbursement of the registration fee will not be held in any case.
  12. There will be no translation service available. The lecture language is the lecturers' choice: Portuguese, English, French or Spanish. Lecturers are advised to provide the public with an English translation of their work in the projection of a powerpoint (windows XP) or any other means. The congress' organization will not be held responsible for the understanding of the public.
  13. The registration fee will be the one prevailing at the time of registration.
  14. The practical workshops take place online. The workshop's conductor should inform the participants about the needed material 15 days before it takes place, so they can acquire them. Each workshop will have up to 10 participants that will have until 48 hours before the event to sign up for it. The available time for each workshop should be respected. Fixed fee: 10€ for all participants registered in the Congress.
  15. Invited congress participants have limited access to its activities and facilities, according to the available vacancies. Priority will be given to registered participants and lecturers.