



European Psychoanalytical Federation
Europäische Psychoanalytische Föderation
Fédération Européenne de Psychanalyse

ASBL

Events Publication Policies and Guidelines by EPF

Introduction

This material is designed to facilitate the process of creating and submitting information about planned events for publication on the [EPF website](#) and other EPF online media.

Events Publication **Policies**

By submitting an event announcement to the EPF General Editor for publication on the EPF website, the sender warrants and represents that:

- is authorised person on behalf of the organiser for sending the event announcement in the submitted form;
- have followed the guidelines from this document and sent the material prepared accordingly.

An event organiser must ensure that no patients are identified or can be made identifiable in the submitted announcement.

Events Publication **Guidelines**

File Formats for Text Documents

- All text documents should be submitted only as **MS Word files**.
- Please be advised to check if the font used in your MS Word document is standardised for the purpose [here](#).
- Please avoid any insertion of images in the MS Word files.

Mandatory content of text documents

- Main title of the event.
- Secondary (short explicatory) title of the event, which preferably contains the official name of the organiser.
- Where the event takes place (Online/In-person and in which location, or both).
- Date and hour of the event, as well as planned duration.
- Is the information about the event limited to IPA members (or IPA members and candidates), or is it publicly available (meaning that the event is open to the public), or is it a combination of these two modalities (please specify).
- Introductory/Short Argument.
- Presenters' list, along with affiliations. (Please verify the correct names of speakers and their affiliated institutions beforehand.)

- Please indicate whether a participation fee (amount) is set, or whether participation is free of charge, along with links to all the information on the event's presentations and the programme, the event booking terms and conditions, and the registration form.
- Contact person(s) with email(s), if needed.

File Formats for Images/Photos/Visuals

- All submitted event images/photos/visuals should have a minimum width of 1200 pixels. Acceptable file formats include: JPEG, PNG, PSD, SVG, AI (Adobe Illustrator), PDF, and EPS.
- Please be advised to send images as separate attached files.
- If you prefer that the submitted image/photo be combined with the text that you have foreseen to create a unique visual for the event, please provide it in an image that has a minimum width of 1200 pixels and a proportional height between 628 and 810 pixels. If this is not feasible for you, we recommend submitting only the image without any incorporated text.

Legal Aspects of Images/Photos/Visuals

- Images should be copyright-free or in the Public Domain (the creative work to which no exclusive intellectual property rights apply).
- If the image/photo is the work of a known author or if attribution is a requirement for the image to be published, please provide this information (preferably along with the title of the image/photo and the year of creation).
- If the image/photo depicts a person whose identification is intended, please provide their full name.
- Please avoid AI-generated images.

