

## INFORMATION FOR SPEAKERS

### Website

Click [here](#)

### Advance submission

**All presenters for Thursday and Friday plus Muscle and Bone and Rare Bone Diseases Workshop**

Please submit your slides in advance to save time switching between presentations on the day.

Please email your slides to Jim Gallagher at [slides@boneresearchsociety.org](mailto:slides@boneresearchsociety.org).

Please name your file as follows:

[day of your presentation]\_ [presentation number]\_ [your name]  
300616\_ OC1\_Anthony\_McAuliffe.pptx

If your file is too large to send by email please use a file transfer system such as YouSendIt or Dropbox and share with Jim Gallagher at the same email address.

**We request you to send your slides by 17:00 on Monday 27 June.**

We appreciate it if you can keep to this deadline as it will help us to prepare things in good time.

If you absolutely can't send them in advance of the meeting please bring them on a USB stick and pass them to the technician as soon as you can and certainly well in advance of your talk.

You are advised to bring a backup copy on a USB stick in case of any problems with your file.

**DO NOT bring your presentation on a laptop** as there is not enough time in the programme to switch presentation computers.

### Presentation computer

Operating system: Windows 7

Software: Office 2010

### Videos

Video files in the following formats can be accepted:

AVI, MPG and WMV

1. Place both the ppt presentation and video clip file in a folder named according to the convention above
2. Embed the video clip (from that folder) into your PowerPoint presentation
3. Zip the folder
4. Name ZIP file according to the file-naming instruction above
5. Send it as detailed above

### Mac Users

Follow the same instructions as above for inserting movies, PLUS:

1. Save your presentation in .pptx format
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PC).
3. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PC).
4. Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PC).

## 5. If possible test your presentation on a PC before sending, check on Office 2010

### Presentation times

Please refer to your correspondence with the meeting organisers if you are uncertain about how long you have been allocated for your talk.

- Invited speakers: generally 25 minutes for presentation followed by 5 minutes for questions and answers
- Oral communications: 10 minutes total, 7 for presentation and 3 for questions
- Oral posters: 5 minutes total, 3 for presentation and 2 for questions
- Clinical cases: 15 minutes total, 7 for presentation and 8 for discussion

### Oral posters (poster and short oral communication)

- Timekeeping is even more important
- Sit in the front row of the auditorium and be ready to move quickly to the stage as the previous speaker is finishing
- 3-5 slides maximum

### Poster pitching

You will have 90 seconds to tell the audience why they should visit your poster. There will be no time for questions. You should present 2 slides. Both slides should have your poster number in the top left hand corner at a size equivalent to 60 in Arial Font. The first slide should have the title of your poster and the name and designation of the presenting author only. The second slide should contain the important message of your poster and could include an image and/or a graph. Please do not use animations nor fill the slide with too much information. Presentations will be in numerical order of poster number so you must be ready to present on time.

**Please note – you will be stopped if you over-run your presentation time!**

### Slide content and design

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.
- If showing graphs, tables or charts:
  - Do not make them too crowded
  - Complex figures should be broken up into series
  - Limit the number of captions
  - Use rounded figures
- As a rough guide, we suggest you allow no more than two slides per minute of your talk.
- Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well.

### Disclosure

All presenters must include details of any potential conflicts of interest on their slides or posters - you must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation.

If you have any queries about these arrangements please contact the meeting organiser:

[Janet Crompton](#)

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