

Bone Research Society

# ANNUAL MEETING 2022

6-8 JULY 2022 • MANCHESTER, UK



## INFORMATION FOR SPEAKERS

### Advance submission of presentations

**All invited speakers and oral communications presenters for Thursday and Friday plus all speakers for the Muscle and Bone Workshop and Rare Bone Diseases Workshop** are kindly asked to submit your powerpoint slides in advance to save time switching between presentations on the day.

We will then ensure your talk is ready on the lecture theatre desktop for you to launch when you come to the podium.

***We request you to send your slides by 17:00 on Friday 1 July. Please clearly name your talk with your name and talk title.***

**Please upload your slides to the BRS 2022 google drive via the below link**

<https://drive.google.com/drive/folders/14fNZW1EYtmppu6nflN76aLyoE6iwq3s5?usp=sharing>

When you have opened the above link, please double click on the correct folder, hover over 'drop files here', right click and then 'upload files'. You will then be able to upload your presentation from your system. If you are working from two screens you can just drag your file over into the correct folder in the google drive.

Should you have any problems loading your talk onto the google drive, you can send it via Wetransfer or Drop box to [events@boneresearchsociety.org](mailto:events@boneresearchsociety.org)

If you absolutely can't send them in advance of the meeting please bring them on a USB stick and pass them to a member of the BRS events team when you arrive at the MMU.

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.

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## 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.

- Main programme - Invited speakers - 25 minutes for presentation and 5 minutes for Q&A
- Rare Bone Disease Workshop – Invited speakers – 20 minutes for presentation and 5 minutes for Q&A
- Oral communications: 10 minutes total, 7 for presentation and 3 for questions
- Clinical cases: 20 minutes total, 15 for presentation and 5 for discussion

## Presentation notes and guidelines

- Please keep to time
- Please sit in the front row of the auditorium and be ready to move quickly to the stage as the previous speaker is finishing
- Material on slides must be of an adequate size to be seen clearly by all delegates.
- We suggest working to the now standard 16:9 slide ratio for your presentation.
- 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.

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

## 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 BRS meeting team.**

Kate Chick

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