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**Bone Research Society**  
**ANNUAL MEETING 2024**  
**10-12 JULY 2024** | SHEFFIELD, UK

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## INFORMATION FOR SPEAKERS

### Advance submission of presentations

**All invited speakers and oral communications presenters for the BRS Annual Meeting** 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 Monday 1 July. Please clearly name your talk with your name and talk title.***

Please email your slides to the BRS 2024 Events Team – [events@boneresearchsociety.org](mailto:events@boneresearchsociety.org)

Should you have any problems sending talk via attachment to email, 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 Edge.

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 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 Speakers – Symposium 1-6: 25 minutes for presentation and 5 minutes for Q&A
- Oral communications speakers – Symposium 1-6: 10 minutes total, 7 for presentation and 3 for questions
- Cancer and Bone Workshop – Invited Speakers – 20 minutes for presentation and 10 minutes for Q&A
- Cancer and Bone Workshop – Oral Communication speakers – 5 minutes total to include Q&A
- Rare Bone Disease Symposium – Invited speakers – 20 minutes for presentation and 10 minutes for Q&A
- Rare Bone Disease Workshop – Oral Communication speakers – 10 minutes to include Q&A
- Clinical Studies Session: 15 minutes total, 10 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

Tel + 44 (0)7748 933231

[events@boneresearchsociety.org](mailto:events@boneresearchsociety.org)