



5TH JOINT MEETING, BONE RESEARCH SOCIETY AND BRITISH ORTHOPAEDIC RESEARCH SOCIETY, CARDIFF, 4-6 SEPTEMBER 2019

INFORMATION FOR SPEAKERS

Advance submission

Please submit your slides in advance to save time switching between presentations on the day. **Please email your slides to Wayne Ayre at slides@boneresearchsociety.org by 17:00 on Friday 30th August 2019.**

Please name your file as follows:

[day of your presentation]_[presentation number]_[your name]

040919_OC1_John_Smith.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 Wayne Ayre at slides@boneresearchsociety.org

We would be grateful if you could keep to this deadline as it will help us to prepare things in good time.

If you're unable to send the presentation in advance of the meeting, please bring it with you on a USB stick and liaise with Wayne as soon as you can on arrival.

We recommend you bring a backup copy of the presentation on a USB stick in case of any problems with your file. Please **DO NOT** bring your presentation on a laptop as there will be insufficient time in the programme to switch presentation computers.

Presentation computer

Operating system: Windows 7/10

Software: Office 2016/19

Screen format: Projector will auto-adjust to format

Videos - PC and Mac users

Videos should be embedded in line with the instructions provided by Microsoft

<https://support.office.com/en-us/article/insert-and-play-a-video-file-from-your-computer-f3fcbd3e-5f86-4320-8aea-31bff480ed02>

Mac Users

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

1. Save your presentation in .pptx format

2. Follow Microsoft guidance of Windows supported file formats for image and videos

<https://support.office.com/en-us/article/video-and-audio-file-formats-supported-in-powerpoint-d8b12450-26db-4c7b-a5c1-593d3418fb59>

If you use fonts that are common Windows system fonts, please follow the guidance provided by Microsoft here

<https://support.office.com/en-us/article/embed-fonts-in-word-or-powerpoint-cb3982aa-ea76-4323-b008-86670f222dbc#OfficeVersion=macOS>

If possible, test your presentation on a PC before sending

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
- Clinical cases: 10 minutes total, 8 for presentation and 2 for discussion

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 and 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:

Luan Barlow

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Tel: +44 (0) 1423 529333