

PRESENTATION GUIDANCE FOR ORAL ABSTRACT PRESENTERS

Junior Doctors and other non-consultant presenters are encouraged to attend with their senior author, where possible, for support.

PREPARING YOUR PRESENTATION

Please ensure your presentation reflects the content of your accepted abstract.

Keep your slides clear and concise—remember, less is more. A few key messages are more effective. Make sure all text and figures are easy to read when projected. Finish your presentation with a clear summary or conclusion slide to reinforce your main points.

TIMING IS EVERYTHING!

Your presentation, including time for one or two audience questions, must fit within the time allocated in your acceptance notification. Please rehearse your presentation carefully and do not exceed your allotted time, as the Chair may stop your presentation before you have finished. A timer will be visible throughout your talk. Keeping to time is important to ensure the programme runs smoothly and fairly for all presenters.

Short **3/5 minute** presentations have a **maximum of 3 /5 slides respectively**. The purpose of these short presentations is to enable rapid learning and sharing of experiences.

PRESENTATION FORMAT

- Presentations should be provided in one of the following formats - Microsoft PowerPoint/Apple Keynote/PDF
- All presentations will be displayed in **16:9 widescreen format**, please prepare your slides accordingly.
- Presenter notes will be available at the lectern.
- There is no need to bring your own laptop.

UPLOADING YOUR PRESENTATION

All Abstract presenters are requested to submit their presentation to our AV team at Talking Slides in advance of the meeting via the Dropbox link below by **28th September**. Your presentation will then be uploaded ready for presentation at the conference. The file name should be named in the following format for clear identification. This information can be obtained from programme on the website.

Abstract ID	Date of talk	Room name	Session title	Time of talk	Initial & Surname
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i.e. 426_14 Oct_ Whittle __ Trauma _0900_ J_Smith

Dropbox link:

<https://www.dropbox.com/request/wzbn22w01vukgc2stkcz>

At the meeting

When you arrive at the registration desk, please inform the receptionist that you are a speaker.

On the day of your presentation, please visit the Speaker Preview room at **least two hours** prior to your scheduled talk time and check all is in order with our audio-visual team. **There will not be an opportunity to make amendments due to time restrictions so please ensure you check your presentation thoroughly before submission.**

When you enter the lecture theatre, **please take a seat in the front row** so you can quickly make your way to the podium when your name is called. If you are not ready, the Chair may move on to the next speaker, and you may miss your slot.

If you have any questions, please contact: Suzanne Murray, admin@sbns.org.uk