

**Rheumatology 2017
Tuesday 25 April – Thursday 27 April
Speaker presentation guidelines**

Speaker presentations	
AV	<p>There will be an AV technician in the room for the duration of the conference, and in the unlikely event of a problem they will be on hand to assist you.</p> <p>The following equipment will be provided in each Hall:</p> <ul style="list-style-type: none"> ▪ PC (located on AV desk) ▪ Comfort monitor ▪ Data projector and screen ▪ Lectern and fixed microphone ▪ One additional mic for Q&A (roving or standing mic) ▪ Top table with mics <p>You do not need to bring your own laptop, however if you prefer to do so, Macs/PCs are compatible with the venues equipment. Please note you must bring all leads and chargers with you as the venue is unable to provide this.</p> <p>Should you require any additional equipment please email the BSR events team and we will do our best to accommodate you.</p>
PowerPoint presentations	<p>You do not need to send us your presentation beforehand, but you must bring this with you on the day.</p> <p>The ICC recommends you set your presentation to a 16:9 or 4:3 aspect ratio.</p> <p><u>Creating your PowerPoint presentation</u></p> <p><u>Graphics</u></p> <p>Graphics, written or tabular material should not exceed 5-6 lines of bold print containing 6-7 words per line.</p> <p><u>Images</u></p> <p>The final display resolution will be 1920 x 1024 pixels.</p> <p>There is no need to insert graphics at a higher resolution as it will not enhance the image.</p> <p><u>Video files</u></p> <p>Video files used in the presentation should be saved to the same storage media as the main .ppt file.</p>



If the video is embedded as part of the PowerPoint file, please bring the video file as a separate file, this will save time if the technician needs to extract the file for reformatting.

If your video has non-standard codecs used to render and playback video files, please include these with the presentation.

Please be aware:

- **The first slide of your power point** presentation must state your name, presentation title and affiliation, followed by a Declaration of Interest slide.
- The Declaration of Interest slide is attached to this email in the template.
- Universities and hospitals will be allowed to have branded logos on the **front page of their presentations only**.
- Your presentation should not have been presented at any other event, unless it contains new information and has been adapted for the audience.
- Please avoid misusing the conference platform to promote or sell a company and its products or services. Please do not include brand names of any products.
- Speakers from the corporate sector **must not have branding on presentational material**, and will need to declare any conflicts of interests at the outset of the session. **Please do not include brand names of any products.**

Branding

Please note we have recently changed our branding. If you have PowerPoint templates with previous BSR logos, please do not use these at Rheumatology 2017.

We recommend you use the attached PowerPoint template for your presentation.

Should you have any further questions regarding our branding, please email comms@rheumatology.org.uk



	<p><u>Label your presentation</u></p> <p>To clearly identify your presentation, please save it as the following: Hall, day, time & your surname H1_wed_13:45_smith</p> <p>To check the location of your session, please click here: http://www.abstractsonline.com/pp8/#!/4205</p> <p><i>If the hyperlink doesn't open, please copy and paste into a browser</i></p>
Speaker preview	<p>Speaker preview is available in the media suite at the following times:</p> <p>Monday, 24 April: 16.00 - 21.00 Tuesday, 25 April: 07.30 - 18.00 Wednesday, 26 April: 07.00 - 18.00 Thursday, 27 April: 07.00 - 16.00</p> <p>This room will be signposted throughout the ICC.</p> <p>Please bring your presentation with you on a USB stick to speaker preview.</p> <p>Presentations should be handed in to speaker preview the afternoon before for morning presentations or between 08.00 – 12.00 for an afternoon session the same day.</p> <p>Speakers who are presenting on the first morning of the conference need to check into speaker preview at the earliest opportunity on Monday, 24 April.</p> <p>Please ensure that any amendments are completed in speaker preview room prior to the start of your session.</p> <p>Speaker preview is equipped with Windows PCs running PowerPoint 2010 and supported by technicians.</p>
On the day	<p>You must meet with the chair at least 15 minutes prior to the start of the session in the allocated room.</p> <p>During this time, you can also take your time to familiarise yourself with the setup of the room and AV equipment.</p>

On site contact details	
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