

## Speaker information

Thank you very much for accepting to speak at Rheumatology 2014. As a speaker, your expertise is of great value to the conference. You were selected to present the most up-to-date scientific and clinical information in a way that will engage the audience.

We have put together some information we think may be helpful to you whilst in Liverpool and answer any frequently asked questions. The organising staff will be on hand throughout the conference to deal with any unexpected issues that may arise.

### Prior to the conference:

**Familiarise yourself with the session.** If you wish to be put in touch with any of the other speakers or chair person contact the BSR events team.

Please ensure that the **first slide of your power point** presentation is the title of your talk followed by a Declaration of Interest

### At the conference:

**Check in at the speaker/chair desk** in the exhibition hall on arrival. Check the programme for any last minute changes to your session.

Please **check your presentation into the speaker preview** room (Room 13) at least 2 hours before your talk. It is also a good idea to bring a backup CD-Rom or USB memory stick in case of equipment failure. For those speakers due to present in the early morning sessions on Tuesday 29 April 2014, the speaker preview room will be open from 16.00 until 20.00 on Monday 28 April 2014. Speakers should inform AV technicians of special AV equipment needs **BEFORE** the session begins. *Please be aware if you use MAC software you will need to supply your own laptop and adaptor so please check this in with technicians at least 2 hours before your presentation.*

There will be PowerPoint facilities in all conference rooms. If you require any equipment aside from this please let us know. If you use PowerPoint slides, you are asked to ensure that the font size is large enough to be seen from the back of the room. A PowerPoint slide, for example, would normally contain approximately 6 lines of type in 30pt size or larger. Try to keep visual aids simple and to use them to highlight only the major points of your discussion. AV technicians will be available each day so that presentations pre-loaded on conference laptops may be viewed by speakers and they will be on hand to sort out any formatting issues should they arise.

**Meet with your session chair 15 minutes before the start of your session in the session room.** At that time, familiarise yourself with the room and equipment and try out your presentations and the microphone to determine any required assistance and to ensure a reasonable comfort level.

### Presentation:

It is recommended that you present your paper (i.e. talk the audience through it), rather than read it from a prepared script. This makes for a much livelier and more dynamic presentation, and it is generally easier for an audience to follow you when you speak rather than when you read. Whilst all the conference lecterns have microphones, you should speak loudly, slowly and clearly enough so that everyone can hear and understand you.

- 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 your company** and its products or services. Corporate speakers should introduce their company briefly and provide relevant background information but please move to the focus of the session quickly.

- 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.**
- Universities and hospitals will be allowed to have branded logos the front page of their presentations only.

We appreciate that unforeseen circumstances can sometimes result in you not being able to deliver your session. Under these circumstances we hope that you would be able to find a replacement speaker, and inform the BSR and convenor in good time so they are able to step in where necessary.

### Speaker Etiquette

Delegate attendance is based on the advertised programme; therefore we request that you follow the session outline agreed upon for the conference programme and that the title of your presentation is exactly as it appears in the session outline. Please give careful note to the time available and please adhere to the set timings. If your session includes delegate participation, please allocate time at the end of your presentation for 'Questions & Answers'.

### After the conference

Please note that a copy of your presentation will be kept by BSR and BHPR to be made available for download by registered delegates only following the conference. If your presentation contains sensitive data please contact Sophie Hind to arrange for an edited version to be made available.

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