

Oral presenter Information

I am writing to confirm the details of your oral abstract session at Rheumatology 2016. We have put together some information we think may be helpful to you whilst in Glasgow 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.

Each talk has been allocated 10 minutes, with an additional 5 minutes for discussion/questions.

Prior to the conference

Familiarise yourself with the session. If you wish to be put in touch with any of the speakers please 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 slide. An example can be found on the guidelines page on the website.

At the conference

Upon arrival to the SECC (Scottish Exhibition + Conference Centre), Glasgow, please collect your delegate badge from the registration desk. You can also collect your delegate bag, which will contain a copy of the final programme and the abstract book. Check the programme and/or conference app for any last minute changes to your session.

Please note that the registration desk will be at its busiest on Tuesday morning between the hours of 07.30 and 09.00, so please ensure you arrive with plenty of time to pick up your badge and delegate bag before conference sessions begin. For those due to present on Tuesday morning, we recommend that you visit the registration desk between 16:00-20:00 on Monday to drop off your lecture and avoid the queues on Tuesday.

Please check your presentation into the Speaker Preview room at least 2 hours before your talk. It is also a good idea to bring a backup or USB memory stick in case of equipment failure. Presenters should inform AV technicians of any special AV equipment needs before the session begins.

There will be PowerPoint facilities in all conference rooms. If you require any equipment aside from this please let us know well in advance. 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.

Presentation

It is recommended that you deliver your presentation (i.e. talk the audience through it), rather than read it from a prepared script. This makes for a much livelier and dynamic presentation; it is generally far 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.

Please be aware:

- 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.
- Universities and hospitals will be allowed to have branded logos on 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 BSR's events team and convener 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 to be made available for download by registered delegates only following the conference. If your presentation contains sensitive data please contact Sophie shind@rheumatology.org.uk to arrange for an edited version to be made available.

Last but not least, enjoy the conference! We hope you have a great time in Glasgow.

The Events Team
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