

Oral presenter Information

Prior to the conference

Familiarise yourself with the session. If you wish to be put in touch with any of the speakers please contact BSR's [events](#) team.

Arrival to the venue

Upon arrival at Manchester Central please collect your delegate badge and delegate bag from the registration desk. The bag will contain a copy of the final programme and the abstract book. Check the programme for any last minute changes to your session.

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. I highly advise you to bring a backup of your presentation on USB memory stick in case of equipment failure.** There will be PowerPoint facilities in all conference rooms - **if you require any equipment aside from this please let me know.** 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. For those speakers due to present in the early morning sessions on Tuesday 28 April 2015, the speaker preview room will be open from 16.00 until 20.00 on Monday 27 April 2015, if you are unable to upload your session on Monday or at least two hours before please go directly to the hall/room that your session is taking place in and the technician will upload your presentation directly.

Presentation

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

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.

Rules to be aware of:

- 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.

Your slides

A basic 15 minute scientific presentation should be between eight and twelve slides with two slides for tables, figures or graphics

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 [here](#).

- 1) Slide one – introduce author, group, and presentation title
- 2) Slide two – declaration of interest
- 3) Background
- 4) Research questions: rationale for doing this study
- 5) Study design: retrospective, randomised and so on
- 6) Inclusion and exclusion criteria: describe the study population
- 7) Materials and method: describe patients, technique, statistics and so on
- 8) Results: based on good statistics
- 9) Conclusions: in relation to the research questions

- Remember you are the focus not your slides, do try where possible not to read from your slides.
- Font size should be at least 30 pt and the appropriate fonts should be used.
- There should also be a standardised font throughout.
- Too much text looks busy and is hard to read.
- Check figures diagrams tables are legible from a distance.
- Avoid using all the features of power point such as different transitions for each slide

Try to avoid white backgrounds; a mono-colour background like blue is best. The most important factor in reading text is contrast, e.g. black on white, white on blue, NOT red on blue

Delivery

- Delivery is important; speak to one person at a time instead of scanning the audience.
- Speak in short sentences as much as possible; this will help you be clearer.
- Speak slowly, emphasising key points of your lecture by slowing down.
- Always decide how much you are going to say.

Content

- Try to focus key elements of what you want to say. You can practice this by explaining to a colleague in
- Only three sentences what you plan to say.
- Write down what you want the audience to learn or remember from your lecture.
- Distinguish main points from side issues.
- Do not present conflicting items unless you want to discuss these conflicts.
- Decide the sequence you will use.
- Only use data or arguments that will lead to the conclusion of you lecture.
- You are trying to tell a story.

Structure

Introduction: should include an overview of what we already know and the purpose of your lecture in relation to this.

Body: main points and data that support your message and conclusion.

Conclusion: follows from the points you have presented in the body. Never present a conclusion that is not supported by the data.

How to keep you audience focused

- Cross references: make cross references to things you have discussed earlier in your talk.
- Transitions: do not jump from one item to another without connecting them, make logical transitions.
- Repetition: Repeat themes or items, which you have discussed earlier in your talk.
- Rhetorical questions: you can incorporate one or more rhetorical questions in your talk and let the answer be the start of the next paragraph in your lecture
- Internal summary: pause at major transitions and recapitulate what has been said before you move on to your next item in your lecture

Handling questions and answers

This is a great opportunity to illustrate your knowledge and to repeat the important parts of your lecture

- Some find it helpful to paraphrase the question before answering it, it helps you to understand the question and gives you extra time to think about it
- Try not to get into a discussion with the audience

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 shind@rheumatology.org.uk to arrange for an edited version to be made available.

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