

Abstract Presenter Guide

We look forward to your participation as an Abstract presenter at the BSNR Annual meeting 3-4 October 2024.

Please find below some guidance for preparing and delivering your presentation. Broader information about the meeting can be found on the website: www.bsnr2024.com.

KEY information:

BSNR 2024 Scientific meeting venue:

Scientific Sessions: [Bristol Marriott Royal Hotel](#), College Green, Bristol, BS1 5TA. [Map](#). Location: Kings Suite meeting area - 1st floor of the hotel.

Your presentation

- Presentation time allowance: **10-minutes maximum** to allow time for Q&A.
- Your presentation should be submitted to Louise by **Friday 20th September 2024**.
- All abstract presenters are eligible to be considered for a prize award.

Registration

- All presenters must register for the meeting by **20th September** or their abstract will be withdrawn.
 - To register visit: <https://www.bsnr2024.com/registration>.

Scientific meeting location

The scientific sessions will take place in the **Kings Room** (1st floor) of the Marriot Royal Hotel.

The Meeting room is a flat floored room. The screen will be placed on the small raised stage area with repeater screens half way down the room to aid viewing. The Top table and lectern will be to the left and right of the screen.

Delivery of the programme

Presentations will be run from a Master deck by our AV team which minimises the disruption and time loss caused by swapping over laptops during proceedings. It improves the flow of the meeting, helps with programme time keeping and tends to make for more relaxed speakers, Chairs and audience members.

On the lectern - At your disposal a static microphone and an electronic pointer/slide advancer. There will be a large comfort monitor in front of the lectern.

One of the roles of the Chairs will be to keep proceedings to time, we ask that you help them to do so. Please bear in mind the presentation time you have been allocated when preparing your presentation. Being able to allow sufficient time for the audience to ask a few questions is important.

On the day

Please sign in at the registration desk at least 15 minutes before your presentation.

Speakers-only seats will be reserved at the front should you wish to sit close to the lectern before your session.

Your Presentation

The Chair will introduce you and your presentation; a holding slide will be in place until you cue the first slide. A Q&A slide will be positioned at the end of your slides.

Please note that BSNR will not be filming the meeting but photos of speakers presenting may be taken. Images would solely be used on the BSNR website. If you would prefer not to have any photos used for this purpose, please let Louise know.

Slide preparation

- Can be produced as a PowerPoint or Mac Keynote presentation (though PowerPoint for Mac preferred).



- Slides size - Widescreen, 16:9 slide layout (1920 x 1080, Landscape).
- Prepared in your own template.
- First slide - Include your name, faculty and presentation title.
- Video in slides - can be any size or definition (the higher the definition the better).

Your **10-minute** max presentation should be sent to **louise@healthology.eu** noting your surname in the file name. If your presentation is under 10Mb it can be emailed directly, larger files should be sent via a web transfer provider (e.g., WeTransfer).

The deadline for sending in your presentation is **Friday 20th September**.

Note that your presentation will only be checked for functionality. The speaker takes full responsibility for the accuracy of the information and data presented. The presentation submitted will be taken as FINAL. Please ensure that anyone required to review or approve your presentation prior to submission is made aware of the deadline. No updating of slides after the 20th September is permissible.

Abstracts

Your submitted abstract will be included in the BSNR 2024 Delegate Programme. Submitted abstracts will be formatted to the BSNR style. Louise will be in touch with you by the 10th September if there are any queries or a clarification required about the affiliations of your contributors or your abstract content. The email address you used when submitting your abstract will be used as the formal abstract correspondence email address of the abstract unless we are notified otherwise.