



Autumn Meeting 2010

Hosted by GOS Hospital
Chelsea FC
Stamford Bridge, London
8 - 10 September 2010



ORAL PRESENTATION INSTRUCTIONS

Before the Conference

You must be pre-registered to present your paper at least 3 weeks before the meeting. To register you need to log on to the SBNS website under Conferences and scroll across to Registration. If you are not pre-registered you will **not** be able to present. Online registration is open until noon on **1 September 2010** – onsite registration rates will apply after that time.

Presenting and Timing

You will have already been advised of the date and time of your presentation. Due to tight programme schedules, session chairpersons have been instructed to interrupt speakers who over run their allocated time. Please ensure that you plan your presentation carefully. If you are interrupted, please be understanding of the requirement to keep to time for other presenting colleagues.

Junior Doctors and other Non-Consultant Presenters

It is expected that a senior member of your department (i.e. a consultant or sponsor) or research team from which the paper is submitted is present in the audience for the presentation to support the presenter if necessary. **If for any reason after accepting you cannot present your sponsor or the senior author must present the abstract for you. A non show is not acceptable.**

Audio Visual Equipment

Only single PowerPoint projection will be offered at the Meeting. **It is important to note that no other Audio Visual equipment will be provided.** If you wish to include video with your presentation you must ensure your presentation is checked with the technicians well in advance.

At the Conference

All speakers must report to the registration desk on arrival and inform the receptionist that they are a presenter. The registration area will be clearly signposted. All speakers will receive a registration wallet, which will include any late announcements pertaining to presentations (in the event that this is necessary). Please check the programme to confirm the date and time of your presentation. A programme will be available on the SBNS website a month before the meeting.

All presenters must report to the Speaker's Ready Room at least 2 hours before your scheduled presentation so that a) you have time to check through your presentation and b) your presentation can be loaded on to the hard drive and checked for viruses and that all runs correctly. If your presentation is scheduled early in the morning, please report to the Speaker's Ready Room before the end of the day prior to your presentation.

The Speaker's Ready Room will be clearly signposted.

Please bring a back-up of your presentation with you on cd rom, zip disc or memory stick. Please note that all presentations must be in English.

Speaker's Ready Room Opening Times

Wednesday	10.00 hrs – 17.00 hrs
Thursday	08.30 hrs – 17.00 hrs
Friday	08.30 hrs – 15.00 hrs

It is important you allow ample time to check your presentation prior to speaking

Presentation Guidelines

The following information is designed to offer guidance to those who will be making a presentation at the Meeting. Please take the time to read through this and familiarise yourself with all proceedings.

Format for PowerPoint Presentations

The accepted formats are Windows PowerPoint XP or 2000. If you run the latest version of PowerPoint save the presentation in an older version as a back-up.

Content

1. Remember, "less is more". Two or three clear messages will make more impact than several hurried ones.
2. Each slide should be easily legible from the back of the auditorium.
3. Please also take care with PowerPoint text animations as over-use can distract the audience.
4. Please finish with a summary and/or conclusion slide to help the audience understand your main points.

Consent

It is essential to obtain at least verbal consent from any patient who is identifiable from your presentation.

Prize Presentation

The SBNS will award a prize, which has been sponsored by Codman, to the trainee making the best Oral presentation at the meeting. The Chairpersons will judge presentations on the quality of your abstract, delivery, audiovisual use, scientific content, timekeeping, your answers in discussion, and your individual contribution to the work.

The award will be announced after the meeting and the winner will be invited to the Gala dinner at the following meeting for presentation of the prize.

We would like to thank you for your valuable contribution to this Meeting.

Please do not hesitate to contact the Suzanne Murray, SBNS Administrator should you require any assistance before or during the Meeting. admin@sbns.org.uk