



## ORAL PRESENTER GUIDELINES

### REGISTRATION

All Presenters must be preregistered. Presenters who have not registered will not be included in the programme. If you wish to decline the offer, you must inform the SBNS office immediately.

It is also advisable to book accommodation through our agent ASAP to obtain the preferential rate.

**Junior Doctors and non-consultant presenters should have their senior author present at the meeting for support.**

**If for any reason you cannot present once you have registered you must notify the SBNS office immediately, and if possible one of the co-authors can present the abstract on your behalf. A no-show is not acceptable. Abstracts that are not presented will NOT be published in the British Journal of Neurosurgery after the conference.**

### CONFERENCE APP

Please check the date and time of your talk on the final programme on the conference website/app as there may have been some late changes. You will be sent a link to download the app a few weeks before the conference.

### SPEAKERS' PREVIEW ROOM

Presenters must report to the Speakers' Preview Room at least **2 hours** before their scheduled session to upload their talk. **Please bring a copy of your presentation with you on a memory stick.**

### FORMAT FOR POWERPOINT PRESENTATIONS

Single PowerPoint projection will be offered at the Meeting. The accepted formats are Microsoft PowerPoint, Apple Keynote or PDF. There is no need to bring your own laptop. Please be aware that presenter notes will not be displayed at the lectern. All presentations will be projected in a widescreen format - please ensure they are provided in a 16 x 9 ratio.

### PREPARING YOUR TALK

Please stick to the content of the abstract. Remember, "Less is more". Two or three clear messages will make more impact than several hurried ones. Each slide should be easily legible when displayed on the screen.

Please conclude with a summary and/or conclusion slide to help the audience understand your main points.

#### TIMING RECOMMENDATIONS:

**10** minute Orals have **8** minutes presentation time and **2** minutes discussion time.

**9** minute Orals have **8** minutes presentation time and **1** minute discussion time.

**8** minute Orals have **7** minutes presentation time and **1** minute discussion time.

**7** minute Orals have **6** minutes presentation time and **1** minute discussion time.

Plan your presentation carefully and **DO NOT overrun**, as you may be cut short.

**There will be a timer on display on the screen. It is unfair to the other presenters if you exceed your allotted time.**

**On entering the Lecture Theatre, please sit in the front row so that you can quickly get to the podium when your name is called.**

**Please note that all talks will be filmed and placed on the SBNS website after the event. If you do not wish your talk to be placed on the site, you must notify the AV team at the meeting/and the SBNS Office before the start of the meeting.**

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