



SHORT 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.

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 Abstracts that are not presented will NOT be published in the British Journal of Neurosurgery after the conference.

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

CONFERENCE APP

Please check the date & 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.

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. Each slide should be easily legible when displayed on the screen.

PRESENTING YOUR TALK

Short Oral Presentations have a maximum of **3 minutes and 3 slides**. The purpose of this session is to enable rapid learning and sharing of experiences, it should also be relaxed and entertaining. Please adhere to the content in your abstract, two or three clear messages will make an impact. A conclusion slide will help the audience understand your main points.

Your **3-minute** presentation includes time for **1 question**. There may be time at the end of the session for more discussion. Please rehearse to ensure you keep to time, you may be cut short if you exceed your allotted time. A clock will be displayed on the screen.

All presenters must be in the Lecture Theatre at the start of the session. Note there are two Short Oral Sessions running in parallel on Wednesday 12 March 17:2 – 18:45, please ensure you go to the correct session. Aim to sit in the front row. Your name will be called by the chair when it is time for you to present. If you do not step up on time the chair will move on to the next presenter and you will miss your slot!

SPEAKER'S PREVIEW ROOM

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

Please note that all talks will be filmed (Talking Sides) 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 should you require any assistance before or during the Meeting.