BOA - Presenting Authors / Presentation Guidelines 2017

Presentation

You must adhere to the timing you have been allocated for your presentation, you have been allocated 4 minutes to present and 2 minutes for discussion. You will have been contacted about the indicative timing by either the Chair/organiser of the session or a member of the BOA team. Please notify policy@boa.ac.uk if you have not received a notification regarding the session you are participating in.

Disclaimer/Conflict of Interest

All speakers must state and declare any **Conflict of Interest** with regard to their presentation on the **FINAL SLIDE**, if there is no Conflict of Interest then they simply state 'Conflict of Interest: NONE' on the last slide. If there is a conflict, please state 'Conflict of Interest: Yes (followed by the details)'.

PowerPoint slides

Graphics, tables and text should be of a sufficient size to be clearly visible at a distance. In general, text should not exceed six lines of bold text containing six to seven words per line. Large amounts of information should be split across two slides.

Important, please note:

Main Auditoruim is a **16:9 ratio** screen size for your presentation/slides in the **Main Auditorium**, please ensure that your slides fit the **16:9 ratio screen size** within the 'Page set up' menu of Microsoft PowerPoint.

Important, please note:

The **following session rooms** are all **4:3 ratio screen size.**
-   Meeting Room 3A
-   Meeting Room 3B
-   Meeting Room 4
-   Meeting Room 11
-   Meeting Room 12
-   Meeting Room A

Please ensure that your slides fit the **4:3 ratio screen size** within the 'Page set up' menu of Microsoft PowerPoint.

When choosing fonts for your presentation, please ensure that they are supported by Microsoft Office. If a non-standard font is used within a presentation, this will result in a substitute font being inserted by PowerPoint (a list of supported fonts can be found on the Microsoft website: http://support.microsoft.com).

PowerPoint presentations created on Apple Macintosh computers must be saved as a PC format file (.ppt or .pptx) and it is advisable to view the presentation on a PC prior to attending the conference.

Presentation laptops are provided by the Venue in each Session Room; presenters are not permitted to use their own laptops during their presentation.

*PLEASE NOTE***:** Presenters must arrive at the Congress with their presentation on a USB memory stick. We do not accept presentations by email to the BOA. Everything is uploaded on-site in the Media Suite/Speakers Preview Room on the Upper Level, Room 7.

Please ensure that your presentation is saved on a USB memory stick or CD/DVD in the following format: **'Room_Session _Name_Time_Surname.pptx'**

Submission of Presentation at the Congress

The **Authors Preview Room** will be open daily as follows:-

- **07:15 until 17:30** on Tuesday, Wednesday & Thursday
- **07:00 until 14:00** on Friday.

Presentations must be uploaded at least one hour prior to the start of the session you are presenting in. If you are presenting more than one presentation during the Congress, you may upload all your presentations at the same time in the Authors Preview Room, do remember to state the individual details; Room, Session Name, time and surname.

Authors Preview Room, Upper Level Room 7
Viewing your presentation in the speaker preview room will ensure that your presentation will be as fault-free as possible. Technicians will be on hand to help and assist you. The Speaker Preview technicians will advise speakers on the use of the presentation equipment and AV set up in the session rooms.

Please Note: Your presentation can only be uploaded in the Speakers Preview Room and not in any of the session rooms.

Video/Recording
A number of sessions will be filmed and made available in the public domain post Congress, the main filming will take place in the Main Auditorium.
If you **DO NOT** agree to your presentation being made public please email Hazel Choules at:
email: h.choules@boa.ac.uk by 3rd September 2017 stating which session you are due to present your paper in with the date and time.

For further information on any of the above please contact the BOA team as stated below:

Policy Team: policy@boa.ac.uk regarding Programme & Sessions

Events: h.choules@boa.ac.uk regarding Video/Recording