



## BSIR IOUK 2019 - Speaker Instructions

Date	15 <sup>th</sup> & 16 <sup>th</sup> May 2019
Venue	De Vere Oxford Thames, Henley Rd, Oxford
Enquiries	<a href="mailto:abstracts@bsir.org">abstracts@bsir.org</a>

### General

There is **no time in the conference schedule for over-running** and the moderators of each session are under strict instructions to finish promptly. A queueing system is in use and if requested by the chairperson, please summarise and complete the presentation immediately.

### Financial/Commercial & MHRA Declarations

All presentations should include after the title slide, a separate slide stating a declaration of any sources of commercial sponsorship, honoraria etc. If there are no relevant sources, please include a statement to that effect.

If for example, if the paper concerns failure of a device (but not limited to), please include a statement to confirm that this has been reported to the MHRA. In addition, please state if 'off label' use of a drug or device is to be discussed in your presentation.

### Scientific Sessions

Please ensure that the presentation **lasts 6 minutes or less**, leaving 2 minutes for questions and debate. If you talk for more than 6 minutes, you will be interrupted and asked to sum up in 30 seconds to allow time for questions.

### Workshops/Masterclasses

Please contact [meeting@bsir.org](mailto:meeting@bsir.org) for advice (if necessary) on structure.

For all meeting enquiries, please contact:  
Ruth Moss, Course Organiser,  
BSIR Secretariat, 63 Lincoln's Inn Fields London WC2A 3JW  
**Email:** [meeting@bsir.org](mailto:meeting@bsir.org), **Web:** [www.bsir.org](http://www.bsir.org)  
**Tel:** +44 (0)20 7406 5998



## AV Facilities

- Data projection is available; therefore, presenters will not be able to use their own laptop computers.
- There are **no facilities for slide or OHP projection**.
- The accepted presentation format is PowerPoint 2016 (Microsoft Office 2016). This is compatible with previous PowerPoint versions. Please do NOT bring any other presentation formats. **Please set your slides to the 4:3 format.**
- Please choose the “On screen show” output within the “slide set up” menu when formatting your presentation.
- All presentations should be on a **USB compatible flash** memory device.
- All presentation media should be clearly marked **with session title, presenter surname & initials, title, date & time of presentation**.
- If possible, please **send you presentation prior to meeting** to: [abstracts@bsir.org](mailto:abstracts@bsir.org)
- We strongly recommend that if you intend to use VIDEO clips within a presentation, please send it to [abstracts@bsir.org](mailto:abstracts@bsir.org), a minimum of 48 hours beforehand. General advice is that video clips in WMV format are the most likely to be compatible.
- *You MUST inform the BSIR conference office ASAP if you have any additional AV/internet requirements. These cannot be guaranteed and must be discussed beforehand.*

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