

INSTRUCTIONS FOR BMSS42 PRESENTING AUTHORS

ORAL PRESENTATIONS

Presenting authors of oral communications must be fully registered BMSS42 delegates.

Please note that all oral presentations will be recorded and made available to registered BMSS42 delegates shortly after the conference. There are a number of “digital-only” delegates this year so please include the presenting author’s contact details on the title slide to enable subsequent follow-up/discussion with all registered BMSS42 delegates.

- **PLENARY ORAL PRESENTATIONS** should last for 60 minutes (including questions if invited).
- **KEYNOTE ORAL PRESENTATIONS** should last 30 minutes (including 5 min for questions).
- **CONTRIBUTED ORAL PRESENTATIONS** should last 20 minutes (including 5 min for questions).
- **PARTNER ORAL PRESENTATIONS** should last for a total of 15 minutes.
- **FLASH ORAL PRESENTATIONS** should last 5 minutes (no questions).

THE SESSION CHAIRS HAVE BEEN INSTRUCTED TO STRICTLY ENFORCE THESE TIME LIMITS.

- Presentations should be in Microsoft PowerPoint 365 or earlier and should be formatted for on-screen show 16:9.
- Any pictures, animations or movies should be fully embedded in the single copy of your PowerPoint presentation and not accessed through hyperlinks.
- Please name your PowerPoint presentation with your **surname**.
- A member of the BMSS42 Digital team will be available at the BMSS reception desk at RNCM to provide technical assistance if required.
- Oral presenters should arrive at the location for their lecture at least 15 minutes before the start of their session to enable liaison with their session chair and RNCM AV staff.
- **You must present your talk using the PCs provided by RNCM. You will not be able to use your own laptop (Mac or PC) or run your presentation from a USB stick.**
- Flash Oral Presentations will take the format of 5 minutes to present and should therefore comprise only a few slides. Presenters are also expected to prepare an accompanying in-person poster (see In-Person Presenter Instructions below). Questions will not be taken during the Flash Oral sessions; these will be taken during presentation of the accompanying poster. Presenters are encouraged to upload their poster, alongside their talk, in advance of the meeting.

INSTRUCTIONS & DEADLINE FOR UPLOADING ORAL PRESENTATIONS:

The BMSS Digital team will provide each oral presenter with a private folder on Box into which presenters should upload their presentation in advance of the meeting. Only the presenter and the BMSS Digital team will have access to the folder. You will receive an email containing a link to upload your file* - some email systems automatically divert this type of

email to the spam/trash folder so please check there if you have not yet seen your upload link email.

***Update: An email containing the link has since been sent out to presenters (on Friday 19th August). Please contact l.p.harding@hud.ac.uk (after checking the spam/trash folder) if you are not in receipt of the email.**

Please upload your PowerPoint presentation to box by **17:00 on Monday 5th September 2022.**

If you have any questions regarding your presentation or the use of Box, please contact Lindsay Harding (BMSS Digital team) at l.p.harding@hud.ac.uk.

IN-PERSON POSTER PRESENTATIONS

Presenting authors of in-person posters must be fully registered BMSS42 delegates.

Poster Boards will be portrait format, 1-metre-wide and 1.8 metres high, and will accommodate x1 A0 poster. The name of the presenting author should be underlined on the poster. Posters should be affixed to the boards using 'Velcro Dots' only (not supplied), all other forms of attachment including blue-tac, sticky tape or pins are not permitted.

Posters may be put up between 12:00 -19:00 on Tuesday 13th September 2022 or between 08:00-10:30 (*i.e.* prior to the start of the morning break) on Wednesday 14th September 2022, and should remain in place until at least 14:00 on 15th September 2022. The RNCM staff may remove/dispose of posters remaining in-situ after 17:00 on 15th September 2022.

PRESENTING FLASH ORAL AUTHORS ARE REQUIRED TO ATTEND THEIR POSTERS AT THE DESIGNATED TIMES:

TOPICS 1, 2 AND 3 - WEDNESDAY 14th SEP 2022: 14:00-15:00

TOPICS 4, 5 AND 6 - WEDNESDAY 14th SEP 2022: 16:00-17:30

Note: All Flash Oral talk titles are preceded by a number in the conference programme, these number translate over to the equivalent poster numbers. Flash Oral Posters are being presented in Studio 8.

PRESENTING POSTER AUTHORS ARE REQUIRED TO ATTEND THEIR POSTERS AT THE DESIGNATED TIMES:

ODD NUMBERED POSTERS - WEDNESDAY 14th SEP 2022: 14:00-15:00

EVEN NUMBERED POSTERS - WEDNESDAY 14th SEP 2022: 16:00-17:00

Note: In-Person Posters are being presented in the Carole Nash Recital Room.

DIGITAL POSTER PRESENTATIONS:

Presenting authors of digital poster communications must be fully registered BMSS42 delegates.

All delegates presenting in-person posters are encouraged to submit a digital version as well. Posters should be composed in **A0 portrait** format as pdf files (preferably compressed). The name of the presenting author must be underlined on the poster and the presenting author's e-mail address should be included to enable subsequent follow-up/discussion with all registered BMSS42 delegates. Please name your poster file with your **surname**.

INSTRUCTIONS & DEADLINE FOR UPLOADING DIGITAL POSTER PRESENTATIONS:

Please email your poster file to the BMSS Digital team at meetingssec@bmss.org.uk by **17.00 on Monday 5th September 2022**.