

## Guidelines for the Presentation of Oral Papers for the Annual BACCN Conference

### Notes for presenting ORAL Papers

We hope that these notes will help you and the audience to get the most out of your presentation.

Delegates at previous conferences tell us that a successful session consists of:

- A clear and concise talk, illustrated with well prepared, easily visible visual aids with large text
- An indication of issues for further research and debate
- Time for discussion

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#### HOW YOUR SESSION WILL BE ORGANISED

Your oral presentation will be included with two/three other papers on a related conference theme.

**Timings:** Please note that your time slot to present is 15 to 20 minutes, allowing inclusively for a couple of minutes for questions. Please adhere to this - the Chair will be under strict instructions to keep to time. Please refer to the accompanying email which confirms the date and time of the session in which your paper is to be presented.

#### SIZE & NATURE OF CONCURRENT SESSIONS

You will be in a room that allows for you to present to an audience from the front usually with a lectern or table to put your notes on, with an audience of 20-80 delegates. The layout will be what is known as theatre style (with chairs in rows). There will be several concurrent sessions at the same time therefore attendance will be variable. While we encourage delegates to remain in the same room for the full session, some will inevitably want to hear papers in other sessions so there may be some movement during or immediately after your session, however the chair will ensure there is as little disruption as possible.

Presenters are also asked to bear in mind that the audience may include hard of hearing delegates and that every effort should be made to enable their full participation.

#### GENERAL PRESENTATION ADVICE

- Try to emphasise the key elements of your paper and the topics to be raised for debate
- Take time to rehearse your paper preferably in front of a colleague
- Bear in mind that delivery always takes longer when using visual aids with an audience
- It is important to read out the key points of each visual aid – most delegates find this helpful.
- Check and time any AV clips you have planned to use
- Using handouts (see below) may save you time for dense text on theory because you can leave background information out of your main presentation.

#### PREPARING HANDOUTS

Handouts are your choice. Although not essential they allow delegates to concentrate on your talk, eliminate the need to take detailed notes and provide a permanent record to take away and share with colleagues.

Handouts should include:

- Your contact details
- More information than is available in the printed abstract
- Copies of your visual aids.

If you wish to use handouts the responsibility for copying them remains with the speaker, as photocopying is **NOT** available on-site.

### **PREPARING VISUAL AIDS**

With all visual aids, it helps to remember the basic rules:

- Choose them for what they will show, not what they will say
- Keep them simple – each visual should convey only basic ideas
- Display text as bullet points – but not more than four bullet points per visual, and generally no more than four words to a bullet
- Use more than one colour if possible. The best colours to use are a medium blue background with yellow or white lettering
- Try reading your visuals from a distance of 20 ft to check that delegates can read them from the back
- Charts and graphs can be very helpful, but:
  - ❑ Don't forget to label the trend lines, as well as the horizontal and vertical axis
  - ❑ To assist clarity, state briefly what conclusions can be drawn from each chart

### **EQUIPMENT**

Each room will be equipped with a data projector and laptop for PowerPoint presentations. Presenters are encouraged to use the PowerPoint facility. **If you require any other audiovisual equipment, you must inform us in advance of the conference in order for us to arrange it.**

Presentation computers will run Windows 2000 / Windows XP, with MS Office 2000 / MS Office XP. These can accommodate all prior versions of PowerPoint.

All presenters using PowerPoint are also asked to **email a copy of their presentation to [info@baccnconference.org.uk](mailto:info@baccnconference.org.uk)** by **the deadline communicated to you on email**, so that all files can be preloaded and in the meeting room ready for presentation.

If we have not acknowledged receipt of your presentation within 3 days, we may not have received it; therefore please contact the conference office. It is also recommended that you bring a backup memory stick to the conference.

### **LOCATION OF SESSIONS**

All the concurrent sessions will be held in various breakout rooms within the conference venue. Upon arrival, please collect your name badge and delegate pack from the Registration Desk in the foyer area.

### **SPEAKERS PREPARATION WITH TECHNICIAN**

You should go to the Speaker Preview Desk during a break prior to your session to check that your presentation is loaded onto the laptop and to run through your presentation with the technician.

### **SESSION CHAIRS**

Each session will have a Chair whose role will include introducing speakers, encouraging discussion and keeping each session to time. If you would like to meet your session chair before your talk, please visit the BACCN stand in the exhibition during a break. Chairs will also be in the presentation room before the session begins.

*Best wishes for a successful presentation from the Conference Organisers!*