Congress 2024
Presenting Authors / Presentation Guidelines 2024

Disclaimer/Conflict of Interest
All speakers must include a final slide regarding any **Conflict of Interest** in their presentation. If there is no conflict, the slide must simply state 'Conflict of Interest: NONE'. If a conflict is present, 'Conflict of Interest: YES' must be included on the slide, along with further details.

Media Suite/Speakers Preview Room on Level 4

Viewing your presentation in the 'Author's Preview Room' will ensure that your presentation will run as seamlessly as possible. Technicians will be on hand to assist you, and will be able to advise you on the use of the presentation equipment and AV set up in the session rooms.

The **'Media Suite/Speakers Preview"** will be open daily as follows: -
- **07:30 until 18:00** on Tuesday, Wednesday & Thursday
- **07:30 until 16:00** on Friday

Important, please note:
- Your presentation can only be uploaded in the 'Speaker Preview Room' and **not** in any of the session rooms.
- It is also important that you allow enough time prior to your session to test your presentation.
- Presenters must arrive at Congress with their presentation on a USB memory stick. We do **not** accept presentations by email to the BOA.

Presentation

- All presentations must be a **16:9 ratio screen size** for your presentation/slides in Conference Suite 4. Please ensure that your slides fit the 16:9 ratio screen size within the 'Page set up' menu of Microsoft PowerPoint, and are formatted correctly.

- **Timing:** You must adhere to the timing you have been allocated for your presentation, which is 5 minutes to present and 3 minutes for discussion at the end of your presentation.

Please notify events@boa.ac.uk if you have not received a notification regarding the session you are participating in.

- **On the day:** Presentations **must be uploaded at least one hour prior to the start of your session.** If you are presenting in more than one session during Congress, you may upload all your presentations at the same time in the **Media Suite/Speaker Preview Room**. If doing so, please remember to state the following details; Room, Session Name, Time and Surname. This will avoid any confusion or disruption to the schedule.

- **Slides:** Graphics, tables and text need to be enough 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.

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, and could result in formatting errors on the slides (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 highly advisable that the presentation is viewed on a PC prior to attending the conference.

Presentation laptops will be 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 Congress with their presentation on a USB memory stick. We do not accept presentations by email to the BOA. Everything is uploaded onsite in the "**Media Suite/Speakers Preview Room on Level 4**"

Please ensure that your presentation is saved on a USB memory stick in the following format: **'Session _Name_Time_Surname.pptx'**

Video/Recording

A number of sessions will be filmed and made available in the public domain post-Congress.

If you **DO NOT** agree to your presentation being made public, please email the events team at: events@boa.ac.uk by 9th September 2024, stating which session you are due to present your paper in with the date and time.

For further information on anything listed in this document, please contact the BOA team on the email address above.