VASBI-ADC 2019 – Speaker Instructions

Date	25th – 27th September 2019
Venue	Lowry Hotel, Manchester M3 5LH
Directions	CLICK FOR DIRECTIONS

General

There is no time in the meeting schedule for over-running and the chairs of each session are under strict instructions to finish promptly and if requested, please summarize and complete the presentation immediately.

Financial/Commercial Declaration

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.

Scientific Sessions

Scientific Session 1: Total presentation time – 10minutes. Please ensure that the presentation takes 7 minutes with 3 minutes for questions and debate. If you exceed 7 minutes, you will be interrupted and asked to sum up in 30 seconds to allow time for questions.

Scientific Session 2: Total presentation time – 12minutes. Please ensure that the presentation takes 8 minutes with 4 minutes for questions and debate. If you exceed 8 minutes, you will be interrupted and asked to sum up in 30 seconds to allow time for questions.

Main Programme Sessions

Please note the duration of each presentation according to the programme or as indicated by the session chairperson and allow an appropriate period for questions at the end of your talk.

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Filming

PLEASE NOTE: All sessions in Main Auditorium will be filmed to be used as an educational resource for VASBI. These presentations will be held on a secure server on the VASBI website and will only be available to VASBI members. If you wish to opt-out then please contact the conference office.

AV Facilities

- Data projection is available in Main Auditorium.
- 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 (Microsoft Office). Please set your slides to 16:9 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, date & time of presentation, presenter surname & initials.
- Report to the duty AV technician in the Main Auditorium as soon as possible, preferably at 8am on the day of your presentation.
- If you have any video clips as part of your presentation it is important that the video file is saved to the flash drive so the technician can redefine the target of the video clip within PowerPoint once loaded onto the show PCs.

Our Requirements (Delegates Only)

- Please accept our offer to present using the 'Confirm Attendance' link in your acceptance email

- All presenters must register for the meeting by downloading a registration form and sending it to the course organiser: diane@medicusconferences.org

- Registration forms are available on the VASBI website

If you have any queries regarding abstracts or presentations, then please contact the conference office as soon as possible. Our contact details can be found in this document's footer. If you have any meeting enquiries, including registration & accommodation, then please contact the course organiser: diane@medicusconferences.org