VASBI 2018 Speaker Instructions

Date	27th & 28th September 2018
Venue	Portsmouth Marriott Hotel, PO6 4SH
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

Please ensure that the presentation takes 7 minutes, leaving 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.

Oral Poster Presentation Session

Please ensure that the presentation takes no longer than 2.5 minutes and has a maximum of 6 slides. If you exceed 2.5 minutes and 6 slides, you will be interrupted, and your presentation will end abruptly.

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.

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

- ***We would be grateful if you could email us to confirm that you accept our offer to present at the Annual Meeting. Please include your full name or if you are not personally presenting, then please include the full name of the presenter.***
- ***All presenters must register to attend the Annual Meeting by completing a registration form or by registering online by CLICKING HERE***

If you have any questions regarding your presentation, please contact the VASBI Conference Office as soon as possible. Contact details are provided below.