



THE CRANIOFACIAL SOCIETY
OF GREAT BRITAIN AND IRELAND

Annual Scientific Meeting & CEN Day
30 April - 2 May 2025, Crowne Plaza, Newcastle



Oral Presentation Guidelines

Congratulations on being selected for an **oral presentation** at this year's CFSGBI Annual Scientific Meeting being held on Thursday 1 - Friday 2 May 2025 at the Crowne Plaza Hotel, Newcastle. Please take the time to look at the guidance below.

The full Conference programme is available online, [click here to view](#). You can see which day and time you are presenting and who is in your session.

On your arrival at the Crowne Plaza Hotel, please collect your delegate badge from the registration desk.

You will present in the Stephenson Suite. You will be able to see your presentation and notes on the comfort monitor and be able to click through your slides yourself.

Timing

Please enter the Stephenson Suite no less than 5 minutes before the start of your session and introduce yourself to your session Chair and take a seat on the front row of the auditorium.

Your total allotted time is strictly 6 minutes, which includes your time to and from the podium. You must factor this in when timing your presentation, which we would recommend lasts no more than 5 minutes and 30 seconds.

Timings will be strictly adhered to, to ensure the programme runs to time. Your session chair will indicate when 6 minutes are up, marking the end of your presentation time.

After speaking you will be directed to a panel table from where all the Questions and Answers for all speakers will be addressed at the very end of your session.

There will also be a visible countdown clock.

Slide Size

PowerPoint presentations should use a '**Widescreen (16:9)**' format for optimal display at the event (go to Design tab then Slide Size. On the dropdown menu, select '**Widescreen (16:9)**').

Please note, to ensure there is no delay between presentations you will not be able to use your own laptop for your presentation.

To ensure the smooth running of the conference we ask all speakers to submit their presentations ahead of the conference for collation; Please send your presentation to cfsqbi@kc-jones.co.uk by **Wednesday 23 April 2025**.

Quick tip:

Please make sure you save your presentation in a file with your name as the title.

Film or video clips - Please also supply any film or video as separate files in .WMV, .MOV or .MP4 formats.

Copyrighted footage - If film clips that feature copyrighted footage (such as commercial TV productions/adverts, or feature commercial music) are to be used, then the appropriate permissions from the copyright holders should be provided to enable the clips to be played and prevent falling foul of the Performing Rights Society (PRS) and Mechanical Copyright Protection Society (MCPS).

Event Enquiry Line: 01332 224502

Email Address: cfsqbi@kc-jones.co.uk

You may also want to bring handouts with your details and a summary of your presentation to give to interested delegates after your talk. Unfortunately, the organisers are unable to print anything for you.

Please note that all presentations will be shared as a pdf, through a download link, to all delegates, after the event automatically. If you do not want your presentation to be shared in this way, please state this to the organisers when you send your presentation.

We look forward to hearing more about your research.