



Pre-meeting
Monday 29 June 2026

Annual Symposium
Tuesday 30 June -
Wednesday 1 July 2026



BIMDG Annual Symposium 2026 Guidelines

Flash Presentation with accompanying digital only poster

Congratulations on being selected for a **flash presentation with accompanying digital only poster** for the BIMDG Annual Symposium 2026 being held on Tuesday 30 June - Wednesday 1 July 2026 at the Leonardo Royal Hotel, Oxford, please take the time to look at the presentation guidance below.

The full programme for the symposium is available online, [click here to view](#).

Please ensure that you have registered to attend the symposium, information can be found [here](#).

On your arrival at the Leonardo Royal Hotel, please collect your delegate badge from the registration desk.

Preparing for your flash presentation

Each flash presentation is for a total of **5 minutes**. We know how difficult it is to keep to time, but the session chair will indicate when 3 minutes are up, marking the end of your presentation time. The remaining 2 minutes is for Q&A and transition between speakers.

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)'**).

The room will include a laptop, a projector and a screen or plasma TV Screen.

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

To ensure the smooth running of the Symposium we ask all presenters to submit their presentation ahead of the symposium for collation. Please send your presentation to bimdg@kc-jones.co.uk by **Friday 19 June 2026**.

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).

You may also want to bring handouts with your details and a summary of your presentation to give to interested delegates after your talk but please bear in mind that we are promoting a sustainable Symposium. Unfortunately, the organisers are unable to print anything for you.

Please note that all presentations will be shared, through a download link, 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.

Preparing your supporting digital poster

Presenters of Flash Presentations will have a supporting digital poster display on the Symposium app.

Digital posters should be submitted as a PDF, ideally in portrait orientation. The file size should not exceed 5mb.

Delegates will have access to the app around 1 week prior to the Symposium and will remain open for 3 months post-event.

Please send a PDF of your poster to bimdg@kc-jones.co.uk by **Friday 19 June 2026**.

Flash presenters will not have a physical copy of their poster displayed.

Presenter checklist

1. Registration
2. Flash presentation sent to event team by 19 June
3. Digital Poster sent to event team by 19 June

We look forward to welcoming you to BIMDG 2026 and hearing more about your research!