



Congratulations on being selected for an **oral presentation** at this year's British Society of Breast Radiology Annual Scientific Meeting being held at John McIntyre Conference Centre, Edinburgh from Monday 2 - Tuesday 3 November 2026.

Please take the time to read the **oral presentation** guidance below.

Presenter Registration

If you haven't already done so, don't forget to register for the event! If your colleague is presenting with you make sure they also register to attend the Meeting. You can register here: www.delegate-reg.co.uk/bsbr2026/registration. Early bird rates are available until 23:59 Sunday 27 September 2026.

Orientation & timings

On your arrival at the John McIntyre Conference Centre, please ensure you visit the registration desk. Event staff will be able to tell you where you will be presenting, so you can familiarise yourself with the room and check your presentation in advance of your session.

The room will be supplied with full AV, including an AV technician. To ensure there is no delay between presentations you will not be able to use your own laptop for your presentation.

Each oral presentation is for a total of **10 minutes, (7 minutes for your talk, 3 minutes for questions)**. We know how difficult it is to keep to time, but the session chair will indicate when 7 minutes are up, marking the end of your presentation time.

Quick tip: It is always helpful to introduce yourself to the session chair at the beginning of your session, stating how you wish to be introduced.

Preparing your presentation

Designing your presentation: Presentation slides should be used to **support and enhance your oral presentation**, rather than as a substitute for the spoken content. Presenters should also be mindful of **inclusivity, accessibility, and diversity**, recognising that audience members may have different needs and requirements.

The following suggestions can help make your presentation more inclusive and accessible:

- **Limit the amount of text** presented on each slide. Use concise key points rather than lengthy paragraphs.
- **Minimise the number of slides and animations** to avoid distracting from the presentation and overwhelming the audience.
- **Use a large, clear, and standard font**, such as Arial, Verdana, or Helvetica, that can be easily read from a distance.
- **Choose colour combinations carefully** and avoid combinations that may be difficult to distinguish, such as red and green, brown and green, or purple and blue.
- **Use a light-coloured background where appropriate**, rather than a pure white background, which may cause glare or be visually uncomfortable for some audience members.
- **Ensure graphs, tables, and images are clear and legible** when viewed from a distance. Avoid overcrowding slides with visual information.
- **Provide captions for videos** to support accessibility and ensure that spoken content can be accessed by all audience members.

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)**').

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. Unfortunately, the organisers are unable to print anything for you. At the end of your session please make sure you take all your materials with you and leave the room ready for the next presenters.

Sending and sharing your Presentation

Please send your presentation to bsbr@kc-jones.co.uk by **Monday 20 October 2026**. so we can upload all PowerPoint presentations in a running order, this will help to ensure there are no technical issues on the day.

All presentations will be made available 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.

We look forward to welcoming you in November and hearing more about your research!