

## **Symposium Presentation Guidelines**

Congratulations on being selected for a **symposium** at this year's UKSBM Annual Scientific Meeting being held on Wednesday 13 - Thursday 14 March 2024 at the Radisson Blu Hotel, Glasgow. Please take the time to look at the **presentation** guidance below.

As the Convenor of the Symposium, please share the information in this document with the presenters in your Symposium.

Firstly, 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 conference. You can register here:

[www.delegate-reg.co.uk/uksbm24/registration](http://www.delegate-reg.co.uk/uksbm24/registration)

The Conference programme is available here: [www.delegate-reg.co.uk/uksbm24/programme](http://www.delegate-reg.co.uk/uksbm24/programme)

On your arrival at the Radisson Blu Hotel, please collect your delegate badge from the registration desk. Conference staff will be able to tell you where you will be presenting, so that you can familiarise yourself with the room and check your presentation in advance of your session.

All rooms have a laptop, a projector and a screen or plasma TV Screen.

**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.

Please refer to the programme for timings of your Symposium. How you use the time is up to you as the Convenor but please be mindful to remain within your allocated time on the programme ensuring each presenter is given a fair amount of time to present.

**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 [uksbm@kc-jones.co.uk](mailto:uksbm@kc-jones.co.uk) by **Friday 8 March 2024**.

**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.

**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.**

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.

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