



UK Interdisciplinary
Breast Cancer
Symposium

19 - 20 January 2026
ICC Birmingham

**BREAST
CANCER
NOW** The research &
support charity

Parallel Session Presenter Guidelines

Thank you again for agreeing to speak at **The UK Interdisciplinary Breast Cancer Symposium** being held on 19 - 20 January 2026 at the ICC Birmingham.

On your arrival at the ICC Birmingham, please collect your delegate badge from the registration desk. The Event Team 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 are equipped with a comfort monitor and lectern.

Preparing your presentation

Session format: 3x 20-minute presentations, 15 minutes of discussions will follow after all presentations.

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.

Submitting your presentation

Please send your presentation to ukibcs@kc-jones.co.uk by **Friday 9 January 2026** so we can pre-load all presentations to ensure there are no technical issues on the day.

If you have film or video clips included in your presentation please also supply any film or video as separate files in .WMV, .MOV or .MP4 formats.

Quick tip: Please make sure you save your presentation in a file with your name as the title and your session (1.1, 2.1 etc.).

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).

If you are using clips from YouTube, to ensure there are no issues with playback please ensure you have downloaded the original file.

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.

Delivering your presentation

Please ensure you arrive to your presenting room in plenty of time.

Session Chairs have been allocated to facilitate discussion and time keeping, please view the [online programme](#) for confirmation of your session chairs.

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.

Sharing your presentation after the Symposium

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.

We will convert presentation to a PDF after you have presented, please ensure you send us the original presentation file.

We look forward to welcoming you in January!