



British Psychosocial Oncology Society  
**Annual Conference 2025**  
Holiday Inn Manchester - City Centre



Congratulations on being selected for a **flash presentation with accompanying poster** at this year's BPOS Annual Conference being held on Thursday 27 - Friday 28 March 2025 at Holiday Inn Manchester - City Centre. Please take the time to look at the oral presentation guidance below.

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/bpos2025/registration](http://www.delegate-reg.co.uk/bpos2025/registration)

On your arrival at Holiday Inn Manchester - City Centre, please collect your delegate badge. Conference 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 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.

### Preparing for your flash presentation

Each oral presentation is for a total of 5 minutes, (3 minutes for your talk, 2 minutes for questions). 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.

**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 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 conference we ask all speakers to submit their presentations ahead of the conference for collation. Please send your presentation to [bpos@kc-jones.co.uk](mailto:bpos@kc-jones.co.uk) by **Wednesday 19 March 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).

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 conference. Unfortunately, the organisers are unable to print anything for you.

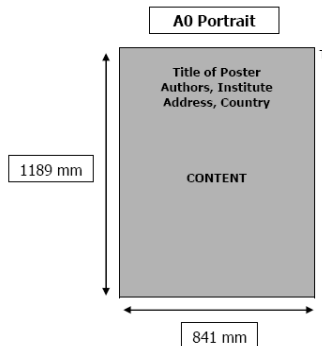
**Please note that all presentations will be shared, through a download link, after the event automatically. If you do not want your presentation to be shared in this way, please state this to the organisers when you send your presentation.**

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.

## Preparing for your accompanying poster presentation

Installation time for all posters begins at registration on Thursday 27 March and must be in place by the start of the first presentation each morning. Posters are to be displayed for the duration of the Conference, if you are only able to attend one day, please display your poster on arrival and remove it on departure or arrange for a colleague to remove your poster.

**Quick tip:** Please ensure that you mount your poster by the correct poster board number. Poster headers will be provided for your board.



The poster boards are 2x1 meters. The ideal display size is an **A0 PORTRAIT** sized poster (84.1 cm (841 mm) x 118.9 cm (1189mm)). Please note that individual pieces of paper should be pre-mounted onto one large piece of paper or card.

Alternatively you can use A1 landscape or A1 portrait (to fit on an A0 landscape board). For reference, dimensions are: A1: 84.1cm x 59.4cm. So your poster looks as professional as possible any individual pieces of paper should be premounted onto one large piece of paper or card.

Presenters are responsible for printing their poster.

**Quick tip:** Please ensure that you include the title of your poster presentation at the top of your poster. Please do not include any number provided by a poster list as this is subject to change.

Posters will be viewed during all refreshment and lunch breaks. Poster presenters are requested to stand by their boards during designated display times (as detailed in the final programme) to answer any questions.

Don't forget to remove your poster at the end of the Conference. The Organising Committee will not be responsible for any posters that are not removed at the end of the Conference.

Posters will also be made available via the Conference App, please send a PDF of your poster to [bpos@kc-jones.co.uk](mailto:bpos@kc-jones.co.uk) by **Wednesday 19 March 2025**.

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