



GEN Annual Meeting 2026 - Oral Presentation Guidelines

The full programme is available via the [conference website](#).

Please check the programme to indicate the length of your presentation. Further information below:

Top Six Scientific Presentations: 3 blocks of two papers.
7 minutes each, then 6 minutes of discussion per block.

Friday Trauma: 08:45 to 10:30 two parallel rooms: 10 papers each Room

Saturday Non-trauma: 08:45 to 10:00 two parallel rooms: 9 papers each Room Three groups of three papers.

Papers are 5 minutes throughout. Discussion is standardised at 3.5 minutes per paper, so 10 minutes after a group of three and 14 after a group of four.

Presentation Format: Microsoft PowerPoint. If you are using any videos clips, please embed these into your presentation. Please do not link to external sources like YouTube.

The meeting presentation template, along with the declaration slide, is available on the [meeting website](#) for your use if you wish.

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)').

Submitting your presentation: Please note, to ensure there is no delay between presentations you will not be able to use your own laptop for your presentation.

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

Please send your presentation in the original format (not PDF) to gen@kc-jones.co.uk by **Wednesday, October 28 2026** so we can upload all PowerPoint presentations to ensure there are no technical issues on the day.

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).

A speaker-ready room will be available for you at the Marriott Lisbon Hotel for you to check your presentation slides.

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.

However, we are trying to promote a sustainable conference so limiting printed documents where possible. Instructions on how to create QR codes for Digital Content Distribution, can be found on page 2.

Delivering your presentation: Please ensure you arrive to your presenting room in plenty of time. A session moderator will be allocated to your session to facilitate discussion and time keeping.

The room will include a laptop, a projector and a screen or plasma TV Screen and a dedicated AV technician will be available.

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

How to create QR codes for Digital Content Distribution

1 Upload Your Content Online

- Use a cloud service like:
 - **Google Drive** (shareable link)
 - **Dropbox**
 - **OneDrive**
 - **Box**
 - Or a **public webpage** or **conference app**
- Make sure the file is set to **“Anyone with the link can view”**.

2 Generate a QR Code

- Use a free QR code generator:
 - qr-code-generator.com
 - goqr.me
 - qrstuff.com
 - <https://www.adobe.com/express/feature/image/qr-code-generator>
- Paste your shareable link into the generator.
- Customize the design if needed (e.g., add a logo or color).
- Download the QR code image.

3 Display the QR Code

- Add it to:
 - Your **presentation slides**
 - A **poster**
 - A **sign at your booth**
 - A **handout with minimal text**
- Include a short call-to-action like:
“Scan to access the full handout” or “View supplemental materials here”

4 Test It

- Scan the QR code with your phone to ensure it works and the content is accessible.

5 Optional Enhancements

- Use a **link shortener** (e.g., Bitly) to track how many people access the content.
- Create a **mobile-friendly landing page** if you have multiple files or resources.