



## Virtual Congress 2020 Presenting Authors / Presentation Guidelines 2020

### Disclaimer/Conflict of Interest

All speakers must state and declare any **Conflict of Interest** with regard to their presentation on the **FINAL SLIDE**, if there is no Conflict of Interest then they simply state 'Conflict of Interest: NONE' on the last slide. If there is a conflict, please state 'Conflict of Interest: Yes (followed by the details)'.

### Webinar Presentations

As Congress has gone virtual this year, all podium presentations will be hosted as a webinar on the GoToWebinar platform. You will be added to the session as a presenter and will receive a link (and several reminders) which you will need to click on to join the session on the day.

If you wish to join any of the other sessions throughout congress, you must register to attend the relevant session/s via the BOA website. Full registration details can be found [here](#).

### Please take note of the important information regarding your presentation session below.

- Each session will be approximately 90 minutes in duration.
- Each presentation slot is **5 minutes** followed by **2 minutes** for Q&A. Please ensure your presentation is delivered within the allocated time.
- Please ensure that you log into your webinar session at least 10 minutes before the allocated start time of the session NOT the start time of your presentation. Once you have delivered your presentation and you have taken any questions, you may leave the webinar if you wish/need to.
- On joining the session, please ensure you check your microphone is working and muted and that you have checked you can share your camera. You will only be required to unmute your microphone and share your camera for the duration of your presentation and subsequent Q&A.
- As a live session, we will be inviting questions from the audience. Questions can be submitted either at the point of registration or via the chat facility during the session. Questions will be shared with the session chair by a member of the BOA events team which will then be asked directly following your presentation.
- Each session will be assigned an organiser from the BOA events team. They will be online during the session and assist with slides and Q&A.
- If you are using slides, the required ratio screen size for your slides is 16:9. Please ensure that your slides fit the 16:9 ratio screen size within the 'Page set up' menu of Microsoft PowerPoint.
- When using slides, graphics, tables and text should be of a sufficient size to be clearly visible when viewed on a computer, tablet or mobile device. In general, text should not exceed six lines of bold text containing six to seven words per line. Large amounts of information should be split across two slides.
- All presentations must be submitted to the BOA events team at least 24 hours before the start of your session.
- Following your session, a recording will be made available on the BOA website.



### Submitting your slides to the BOA

- All slides must be submitted to the BOA no later than **Monday 14th September**. Slide decks will be checked for any issues prior to your live session.
- **Please note: We are not able to upload or make changes to any presentations once your session has started.**
- Slides can be emailed to [events@boa.ac.uk](mailto:events@boa.ac.uk)
- *Please* ensure that your presentation is saved in the following format: '**Date\_Session\_Name\_Surname\_AbstractNumber.pptx**'
- PowerPoint presentations created on Apple Macintosh computers must be saved as a PC format file (.ppt or .pptx) and it is advisable to view the presentation on a PC prior to sending into the BOA.

For further information on any of the above please contact the BOA events team as stated below:

[events@boa.ac.uk](mailto:events@boa.ac.uk)