

Oral Presentation Guidelines

Congratulations, your abstract has been selected for an oral communication or flash poster presentation at the BTS Congress. You will therefore have to prepare a presentation. Please read the following guidelines carefully.

Preparing and giving your presentation – general guidelines

1. You should consult the Congress program to confirm the date, time and room to which your presentation has been allocated. For oral communications, this may be within a dedicated session, or in some instances you will be incorporated into a symposium session. Presenting schedules for flash poster presentations may be communicated to presenters separately.
2. You should prepare slides (e.g. in PowerPoint or pdf format) in 16:9 (widescreen) aspect layout.
3. Text should be in a large enough font (at least size 24) to be legible by everyone in the room.
4. We recommend that text is kept to a minimum and is broken up by the inclusion of figures, drawings and/or photos.
5. You are encouraged to seek feedback on your presentation from your research group/colleagues/organisation before attending the Congress. You should have approval to present any work that is not already in the public domain.
6. By presenting your work at the Congress, you agree to your presentation being recorded and released to members/delegates after the meeting.
7. Your presentation file should be emailed to meetings@thebts.org no later than **Monday 10th March 2025** so that it can be uploaded for the relevant session by the venue audio-visual team. There will be a 'speaker ready room' available on the day for any urgent changes. These must be made in advance and will need to be on a USB drive.

Guidelines for oral communications

8. Your presentation should be a maximum of 10 minutes. Session chairs will stop presentations that overrun. Your presentation will be followed by up to 5 minutes of questions from the audience/chairs.
9. We suggest that you divide your presentation into the following sections:
 - Background and aim(s)
 - Methods
 - Results
 - Conclusions
10. Due to limited space, authors of abstracts selected for oral communications should not prepare/present a poster for the same abstract.

Guidelines for flash poster presentations

11. Your presentation should be a single slide and a maximum of 2 minutes. Session chairs will stop presentations that overrun. There will be no questions following flash poster presentations.
12. Your presentation should provide a summary of your poster and attract attendees to visit it and learn more about your work.
13. You must indicate the board number of your poster in your presentation.

Oral communication prize judging

Students and post-docs with less than 10 years since the award of their highest degree are eligible to win an oral communication prize. Judges will be present for all eligible presentations. Prize winners will be announced at the Congress dinner.