

bisphosphonates2019

Celebrating 50 years
15-17 July 2019 - Sheffield, UK

Presentation instructions

Website

Click [here](#)

Venue

[The Edge](#), Endcliffe Village, Sheffield S10 3ED

[Slides](#)

[Posters](#)

SLIDES

Slide format

Screen aspect ratio is **16:9**.

In case you're not sure, this can be set in Powerpoint as follows:

1. Design
2. Slide size
3. Choose "widescreen"

Advance submission of slides

We request all presenters to submit their slides in advance of the meeting to save time switching between presentations on the day.

Please email your slides to Margaret Paggiosi at slides@bisphosphonates2019.org.

Please name your file as follows:

[day of your presentation]_[your name]

ie: Monday_Smith

If your file is too large to send by email please use a file transfer system such as YouSendIt or Dropbox and share with Margaret Paggiosi at the same email address.

The deadline for submission of your slides is Wednesday 10 July.

Your slides are secure – they will not be seen by anyone other than the technician and will be deleted from the conference computers at the end of the meeting.

You are advised to bring a backup copy on a USB stick in case of any problems with your file.

DO NOT bring your presentation on a laptop as there is not enough time in the programme to switch presentation computers.

Videos

Video files in the following formats can be accepted:

Please follow these steps to ensure your video will work:

1. Place both the ppt presentation and video clip file in a folder named according to the convention above
2. Embed the video clip (from that folder) into your PowerPoint presentation
3. Zip the folder
4. Name ZIP file according to the file-naming instruction above
5. Send it to Margaret Paggiosi as outlined above

Mac Users

Follow the same instructions as above for inserting movies, PLUS:

1. Save your presentation in .pptx format
2. Use a common font, such as Arial, Times New Roman, Verdana etc. (special fonts might be changed to a default font on a PC).
3. Insert pictures as JPG files (and not TIF, PNG or PICT - these images will not be visible on a PC).
4. Use a common movie format, such as AVI, MPG and WMV (MOV files from QuickTime will not be visible on a PC).
5. If possible test your presentation on a PC before sending

Presentation times

Please refer to your correspondence with the meeting organisers if you are uncertain about how long you have been allocated for your talk.

Snap posters

- 60 seconds ONLY!
- 1 slide*
- Sit in the front row of the auditorium and be ready to move quickly to the stage as the previous speaker is finishing

*Suggested layout for slide for snap poster presentations:

Poster number

Title

Presenting author name

Key message(s)

Disclosure

Please note – you will be stopped if you over-run your presentation time!

Disclosure

All presenters must include details of any potential conflicts of interest on their slides or posters. You must include details of any company support given, whether in conducting the research, analysing the data or preparing the presentation.

POSTERS

Boards available from 08:00 on Monday 15 July.

We ask you to have your poster in place by 11:00 on Monday 15 July and to leave it up until 15:30 on Wednesday 17 July so that delegates have plenty of time to view it.

Poster manning times

Please man your poster during the afternoon break on the same day as your snap presentation.

Poster preparation

1. Each presenter will be allocated one numbered board. The maximum size allowed for your poster is:

Size – A0 maximum (841mm wide x 1189mm high) (**portrait** format)

This is the maximum size allowed for your poster

2. Fixing materials for attaching your poster to the board will be available at the meeting.

3. The Organisers will provide the poster board numbers

If you have any queries about these arrangements please contact the meeting organiser:

Janet Crompton

info@bisphosphonates2019.org