THEMED SESSION INSTRUCTIONS

TITLE OF PRESENTATION

Please check the title of your presentation on the programme and let us know if there are any mistakes with your name or the title.

REGISTRATION

Speakers must be registered for the conference by **Friday 15 March 2024**. Payment needs to be received prior to the conference. Speakers receive a reduced registration fee of £553.50 (including VAT).

The option "IOHA Speaker Full Conference" will display at the bottom of the list. **Do not** proceed with online booking if the correct fee does not display – contact conferences@bohs.org – you will need to create a BOHS account to register. You will need to enter the abstract number (allocated at submission) in order to claim the speaker rate.

PRESENTATION GUIDELINES

Your presentation slides should be submitted to conferences@bohs.org by Friday 31st May 2024.

- Presentations file should be saved as follows "SessionNumber_Surname_DATE_TIME"

- All slides must be of adequate size to be clearly visible to all delegates & presentations cannot suggest commercialism

- Please bring a copy of your slides including any embedded files on a USB stick to the conference. When you register please let the staff know you are a speaker

- Please check in with the audio visual technician in the conference room in advance of the day you are talking and check your slides

- Arrive at your session room in advance of the session to introduce yourself to the session Chair

- Some sessions will be recorded. If you do not want the recording of your talk to be made available online after the conference to delegates please let us know

- Your presentation MUST run within your allocated time, a time-keeper will be present and as well as a countdown timer

- Themed sessions are 60-minutes total to be divided as appropriate between the speakers.

- Please allow sufficient time for questions. Your Chair will decide whether questions are taken after each talk or all together at the end of the session.

AUDIO VISUAL FACILITIES

- We only support PowerPoint – Please do not bring any other presentation formats

- We do not support AppleMac, if you wish to bring your own MacBook, this can be accommodated but please let us know in advance

- The display size format must be in a 16:9

- If your presentation contains video clips (WMV, AVI, Mpeg1 or Cinepak formats only), you must supply the video as a separate file. If video files are not supplied, they will not play

- If you have any technical questions or concerns about your presentation, please contact Neil Sayer at istead, our audio visual provider neil@istead.co.uk

SOCIAL EVENTS

Monday is a welcome drinks reception and **Tuesday** a sponsored drinks reception, these are both included in the delegate fee.

Wednesday night is the conference dinner at the Aviva stadium and is an addition £92.25 which can be booked with your conference place.

HOTEL ROOMS

To book hotel bedrooms please contact Kirsty Westran kirsty@optimumevents.co.uk