



Advancing Worker Health Protection

# WORKSHOP INSTRUCTIONS

## TITLE OF PRESENTATION

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

## REGISTRATION

Presenters must be registered for the conference by **Friday 15 March 2024**. Payment needs to be received prior to the conference. Two presenters per workshop 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](mailto: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 presenter rate.

## PRESENTATION GUIDELINES

**Your presentation slides should be submitted to [conferences@bohs.org](mailto: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
- Workshop sessions will not be recorded.
- Your workshop **MUST** run within your allocated time, 90-minutes
- Workshops should be interactive
- Please plan activities, consultations, discussions to happen within the workshop programme
- Slides/presentations can be used to introduce topics, spark discussion etc .

## 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 instead, our audio visual provider [neil@instead.co.uk](mailto:neil@instead.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](mailto:kirsty@optimumevents.co.uk)