Faculty Guidelines

Guidelines for Speakers

- Personal laptops are not allowed.

- If you have videos or other multimedia please ensure they work independently of your office computer/laptop i.e. on a stick or external hard drive so the presentation in total (AVI files as well) can be replayed onto the network computer. We are happy to provide advice, please contact itdept@bcs.com.

- You must keep to your allotted time which includes questions from the audience (refer to your instructions in your faculty invite). It is advisable to carry out a trial run of your presentation before your session so you have an idea of timing.

  The countdown system will continue to be used in sessions that take place in the Auditorium and Charter Rooms for BCS 2024. We have asked Chairs to indicate to speakers publicly when they have reached the end of their allotted time.

- Link up with the Chair(s) and other speakers early (i.e. 2-3 weeks before the conference) if there is any likelihood of overlap in the talks. You will be able to find out details of the chai(s) and other speakers on the live conference website programme or please contact the Conference Team at conference@bcs.com if you have any further questions.

- We recommend no more than one slide per 30 seconds, but a slide a minute is often better. If you have in-built videos or additional material appearing in your slides, this is like another slide and adds to the time. Please ensure that your final slide is a summary/conclusion slide.

- **All speakers must show a "potential conflict of interest" slide**, stating none if this is the case. The BCS conference slide template can be found at: https://www.britishcardiovascularsociety.org/conference/essential-info/faculty-portal-bcs-2024

- If you wish to use a specific font then save with the "embedded fonts" option but warn the audio visual team in advance as it takes longer to transfer to the mainframe and save.

- When constructing your PowerPoint slides please use the aspect ratio of **16:9 (Widescreen).**

- **Please report to the Speaker Preview Room (located opposite the Main Reception, on the far right hand side) in room Central 8 preferably three hours before your session. If you are for example presenting in a morning session, please take your talk to the Speaker Preview Room the night before or at 8am on the day of your presentation to allow the audio-visual team sufficient time to deal with all the presentations that will be arriving.**

- **Make the education messages are absolutely clear in your summing up.**

Guidelines for Chairs

- Conference sessions are either 60 minutes (to be more precise 55 minutes hard stop) or 90 minutes (to be more precise 85 minutes hard stop). The hard stop stipulation is to allow for a changeover between sessions and ensure that the overall conference programme does not run over time. **Please bear this in mind especially if there is another session which immediately follows the session you are chairing.**

- One of the key roles of chairs is to **ensure speakers keep to their allotted time**, including questions from the audience. Please indicate to speakers publicly when they have reached the end of their allotted time.

  The <u>countdown system</u> will continue to be used in sessions that take place in the Auditorium and Charter Rooms for BCS 2024.

- There will be a count-up clock on your table to help you with the timing of each presentation.

- Please indicate to speakers publicly when they have reached the end of their allotted time. Speakers should ensure that their final slide is a summary/conclusion slide.

- Speakers in your session have been asked to contact you and their co-speakers early (i.e. 2-3 weeks before the conference) if there is any likelihood of overlap in their talks. You will be able to find out details of your co chair and other speakers on the live conference website programme or please contact the Conference Team at conference@bcs.com if you have any further questions.

Hot Topic Speakers

- Personal laptops are not allowed.

- If you have videos or other multimedia please ensure they work independently of your office computer/laptop i.e. on a stick or external hard drive so the presentation in total (AVI files as well) can be replayed onto the network computer. We are happy to provide advice, please contact itdept@bcs.com

- For presentations, please report to the Speaker Preview Room (located opposite the Main Reception, on the far right hand side) in room Central 8 preferably three hours before your session. If you are for example presenting in a morning session, please take your talk to the Speaker Preview Room the night before <u>or</u> at 8am on the day of your presentation to allow the audio-visual team sufficient time to deal with all the presentations that will be arriving.

- Please be present at your specified Hot Topic Zone in the main Education Hall at least 15 minutes before your allocated time. A moderator from the British Junior Cardiologists' Association (BJCA) will be present at each Hot Topic Zone to assist you load the presentation and ensure you keep to time.

- **All speakers must show a "potential conflict of interest" slide**, stating none if this is the case. The BCS conference slide template can be found at: https://www.britishcardiovascularsociety.org/conference/essential-info/faculty-portal-bcs-2024

- When constructing your PowerPoint slides please use the aspect ratio of **16:9 (Widescreen)**.

- Please ensure your presentation is focused on the topic and gives clear 'take home messages' rather than detail. These should be 'headline' presentations.

- If you wish to use a specific font then save with the "embedded fonts" option but warn the audio visual team in advance as it takes longer to transfer to the mainframe and save. Please ensure you complete within the allotted time (15 minutes) which includes time to interact with the audience.

Poster/Abstract Discussants

- **Posters must be displayed in the Education Hall for the full three days**.

- Once your assigned poster presenter has given a brief oral summary of their poster, you should question the author for no more than 5 minutes in total, so that the session keeps to time; usually you will be allocated 5-6 abstracts to discuss in 30 minutes.

- If you wish to view the abstracts prior to the meeting, they will be available in due course by late May or contact abstracts@bcs.com for further information.

'Best of the Best' Oral Abstracts

- Personal laptops are not allowed

- If you have videos or other multimedia please ensure they work independently of your office computer/laptop i.e. on a stick or external hard drive so the presentation in total (AVI files as well) can be replayed onto the network computer. We are happy to provide advice, please contact itdept@bcs.com

- For presentations, please report to the Speaker Preview Room (located opposite the Main Reception, on the far right hand side) in room Central 8 preferably three hours before your session. If you are for example presenting in a morning session, please take your talk to the Speaker Preview Room the night before or at 8am on the day of your presentation to allow the audio-visual team sufficient time to deal with all the presentations that will be arriving.

- Please present yourself to the 'Best of the Best' Presentation Zone in the Education Hall at least 15 minutes before your allocated time.

- Your oral presentation should be for **six minutes with four minutes for questions**. Please be sure to plan your talk such that it does not exceed the six minute time limit. Presentations should be in PowerPoint format and consist of a **maximum of eight slides**. If you intend to show video or other complex graphics please be sure that these will be compatible with the server and projection systems, checking these issues in good time at the **speaker preview room**.

- When constructing your PowerPoint slides please use the aspect ratio of **16:9 (Widescreen).**

- A moderator will be present at each 'Best of the Best' session to ensure that you keep to time and to judge the presentations based on science, presentation style and response to questions. From each abstract category an overall winner will be selected and presented with a certificate and prize at the closing ceremony on **Wednesday 5th June 2024**

- If you wish to view the abstracts prior to the meeting, they will be available in due course by late May or contact abstracts@bcs.com for further information.

Social Media

- Website: BCS Conference 2024: https://www.britishcardiovascularsociety.org/conference

- Get the latest conference updates on X (formerly known as Twitter) @BritishCardioSo and join the conversation **#BCS2024**

- View photo gallery on Facebook

Faculty Badges

- A reminder that all badges should be collected from the main registration desk.

Networking Opportunities

- All Faculty are invited to join the BHF Drinks Reception and Update, in the lobby outside Charter 2/3 from 1830-1930 on Monday 3 June 2024 AND the main BCS Networking Reception, in the Education Hall, from 1730 on Tuesday 4 June 2024.