

**Bone Research Society/British Society for Matrix Biology
Joint Meeting
14-16 June 2009
University College London, UK**

Website

www.bsmb.ac.uk/brs

INFORMATION FOR SPEAKERS

Venue

Lectures: Cruciform Building

Registration: Wilkins Building - South Cloisters

Posters, commercial exhibition and lunch and coffee breaks: Wilkins Building –South Cloisters and Jeremy Bentham Room

YOUR PRESENTATION MUST BE SENT IN ADVANCE OF THE MEETING

Deadline Monday 8 June.

Please see details below for where to send it and how to name your file.

Preparation of your Presentation

Digital projection

We will be using PowerPoint.

Accepted formats:

- PC
- (if you work with a MAC please save your presentation as a PowerPoint for Windows file)

You are advised to bring a backup copy 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.

Advance submission

You **must** send your presentation in advance of the meeting.

Rules for naming of files:

[your surname]-BRS-BSMB-[abstract number]-[day of presentation]

Eg Smith-BRS-BSMB-OC01-Tuesday

Please email it to Tim Arnett at t.arnett@ucl.ac.uk.

If you have any technical queries please email Tim as above.

Please note - Deadline for submissions: **Monday 8 June 2009** at the latest. Of course, earlier submissions are very welcome.

At the Meeting

Please contact the technician well in advance of your talk (minimum 30 minutes before the start of your session) to ensure that your file has been successfully read.

Presentation times

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

- Invited speakers: 25 minutes total, 20 for presentation and 5 for questions
- Oral communications: 10 minutes total, 7 for presentation and 3 for questions
- Oral posters: 5 minutes total, 3 for presentation and 2 for questions
- Clinical cases: 15 minutes total, 8 for presentation and 7 for discussion

Oral posters

- Timekeeping is even more important
- Sit in the front row of the auditorium and be ready to move quickly to the stage as the previous speaker is finishing
- 3-5 slides maximum

Slide content and design

- Material on slides must be of an adequate size to be seen clearly by all delegates.
- It is recommended that each slide contains no more than seven lines of text and no more than seven words per line.
- If showing graphs, tables or charts:
Do not make them too crowded
Complex figures should be broken up into series
Limit the number of captions
Use rounded figures
- As a rough guide, we suggest you allow no more than two slides per minute of your talk.
- Slides are easier to read when there is a high contrast between the text and the background. Yellow or white text on a mid to dark blue background works particularly well. Avoid black text on a white background (eg photographs of typed pages).

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.

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

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