



Website

www.cancerandbonesociety.org

INFORMATION FOR SPEAKERS

Venue

[Cutlers' Hall](#), Sheffield

YOUR PRESENTATION MUST BE SENT IN ADVANCE OF THE MEETING

Deadline Friday 17 September.

Please see details below.

Preparation of your Presentation

Digital projection

PowerPoint projection will be used.

Accepted formats:

- PC
- Mac

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

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

Advance submission

Please send your presentation to the technician in advance of the meeting.

Rules for naming of files:

[your surname]-CIBD-[abstract number]-[day of presentation]

Eg Smith-CIBD-OC01-Wednesday

You will be able to upload your file to a secure box on the web from 6th September. We will contact you again with the address and instructions nearer the time.

Our technician is Paul Inott at paul@cvceventservices.co.uk. If you have any technical queries please email Paul.

Please note - Deadline for submissions: **Friday 17 September 2010** 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 are uncertain about how long you have been allocated for your talk.

- Invited speakers: 30 minutes total, 25 for presentation and 5 for questions
- Oral communications: 10 minutes total, 8 for presentation and 2 for questions

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:

Janet Crompton

Tel + 44 (0)1453 549929

Fax + 44 (0)1453 548919

Email janet@janet-crompton.com