Congratulations on your abstract being accepted as an oral presentation at the 16th International Congress of Behavioural Medicine (ICBM) in June 2021. Please take the time to look at the oral presentation guidance below.

Firstly, don't forget to register for the event! You have to be registered and have supplied your recording and presentation to us no later than **23.59 BST on Friday 30th April** to ensure you are included in the event and you can register here: https://www.delegate-reg.co.uk/icbm2021/reg/Site/Register

Each oral presentation is for a total of 15 minutes, (12 minutes for your pre-recorded presentation, 2 minutes for questions and 1 minute for transition to the next speaker) we do require a pre-recorded version of your presentation which will be played before we welcome you on screen for Q&A. Please send your video to **icbm@kc-jones.co.uk** by **Friday 30th April**. You may need to use an online file sharing service such as WeTransfer or DropBox. Please ensure both audio and video options are selected, and that the recording is of sufficient quality (i.e. clearly audible).

We would recommend using Zoom to pre-record your presentation as you can record anything shared on your screen. This will enable you to record a PowerPoint (or similar) presentation while reading your notes at the same time. Presenting to only yourself via Zoom may seem a little strange so we would recommend that you invite colleagues, friends or family to your recording so that you still feel like you are presenting to an audience. This will also eliminate any unnecessary discourse markers.

*Quick tip:*    Please make sure you save your presentation in a file with **your name** as the title.

**Creating your content**
When creating your presentation, please be mindful to take steps that will ensure your content is accessible to all, these include but not limited to;
-   Keeping bullet points to a minimum and concise
-   Use a legible font and size. Please avoid using Serif fonts, where possible
-   Consider colour combinations that others may struggle to distinguish between, e.g. red and green, green and brown, green and blue etc.

The event will be taking place on a platform called OnAIR. More information on how to access the portal will be shared before the event.

**Sharing content**
We will be sharing all PowerPoint presentations with delegates following the event. PowerPoint presentations will be loaded to a page on the event website that only registered attendees have access to. Please send a copy of your presentation to **icbm@kc-jones.co.uk** by **Friday 30th April**. If you do not want your presentation to be shared, please let us know in advance.

**Presenter rehearsal & presenting on the day**
We will be providing a presenter rehearsal/demonstration approximately 2 weeks prior to the conference. This session will allow you to familiarise yourself with the platform ahead of your session and ease any concerns you may have. Further guidance, including presenting on the day, will be sent to you nearer to the event.

We look forward to welcoming you in June and hearing more about your research!