BNOS 2019 - INFORMATION FOR PRESENTERS

ORAL and POWER PITCH Presentations:
The full programme can be found on the [BNOS Conference Website](http://www.bnosconference.com) and will be printed in the conference brochure.

Files should be labelled:
Number_ presenter surname_day_am (or pm) e.g. 1.1.1_bloggs_fri_pm

Timing
The programme for the conference is very tight and we ask all speakers to adhere strictly to the time allotted to their presentation. A technician will be available in the room in which you are presenting.

Uploading your presentation
Each room comes equipped with a MS Windows Laptop and display equipment (projector / plasma screen). Please bring your presentation on a USB memory stick in a format that can be read from a standard MS Windows installation (i.e. Powerpoint or Acrobat). We regret that we will not have any adaptor cables or connectors available and actively discourage you from seeking to connect your own laptop.

If possible please send your presentation in advance by 26th June to Emily Anderson: emily@happeningconferences.com. Emily will acknowledge receipt by email and will open your file to check for any glitches and advise you accordingly. This will then be uploaded to the laptop in the room you are presenting in.

If this is not possible then presentations must be loaded on the computer in the room in which you are presenting by the following times:
- Wednesday afternoon presentation – 1.00pm on Wednesday 3 July at the latest
- Thursday morning presentation - 8.30am on Thursday 4 July at the latest
- Thursday afternoon presentation – 1.00pm on Thursday 4 July at the latest
- Friday morning presentation - 8.30am on Friday 5 July at the latest

Guidelines for Presentations

**Oral Presentation Guidelines**: An 8 minute presentation and then 2 minutes Q&A. 10 minutes maximum. Very strict cut-off on time, please restrict the number of data slides used. Recommendation that no more than 10 slides in total should be included.

**Power Pitch Guidelines**: A 5 minute presentation with no Q&A. Very strict cut-off on time, and no more than 5 data slides should be included. Those presenting Power Pitches should also prepare and display a poster following the guidelines below.

**Poster Presentation Guidelines**: Posters to be presented in A0 portrait orientation. The text should be at least 24 point, preferably larger, and able to be read quite easily when standing a few feet away. Authors should aim to minimise the amount of text and use bullet points where relevant. Adhesives will be supplied. Poster index and viewing times will be printed in the conference brochure and are available on the BNOS website. If you are presenting a poster please ensure you arrive at the venue for 8.00am on Thursday 4 July to put it up in the Cambridge Room before registration opens. You will then be allowed to take it down from 10.45am on Friday 5 July.