



British Society of
Interventional
Radiology
Registered Charity No: 1084852

BSIR ASM 2022 Speaker Instructions

DATE	2 nd – 4 th November 2022
VENUE	SEC, GLASGOW, G3 8YW
CONTACT	abstracts@bsir.org

General

There is no time in the conference schedule for over-running and the moderators of each session are under strict instructions to finish promptly. A queueing system is in use and if requested by the chairperson, please summarise and complete the presentation immediately.

Financial/Commercial & MHRA Declarations

All presentations should include after the title slide, a separate slide stating a declaration of any sources of commercial sponsorship, honoraria etc. If there are no relevant sources, please include a statement to that effect.

If for example, the paper concerns failure of a device (but not limited to), please include a statement to confirm that this has been reported to the MHRA. In addition, please state if 'off label' use of a drug or device is to be discussed in your presentation.

Scientific Sessions

Please ensure that the presentation lasts 6 minutes or less, leaving 2 minutes for questions and debate. If you talk for more than 6 minutes, you will be interrupted and asked to sum up in 30 seconds to allow time for questions.



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Plenary Sessions

Please note the duration of each presentation according to the programme or as indicated by the session chairperson and allow an appropriate period for questions at the end of your talk.

Workshops/Masterclasses

Please contact meeting@bsir.org for advice (if necessary) on structure.

Filming

PLEASE NOTE: All sessions in Lomond & Alsh Auditorium will be filmed to be used as an educational resource for BSIR. These presentations will be held on a secure server on the BSIR website and will only be available to BSIR members.

AV Facilities

- Data projection is available in all conference & workshop rooms; therefore presenters will not be able to use their own laptop computers.
- The accepted presentation format is PowerPoint in the latest version. This is compatible with previous PowerPoint versions. Please do NOT bring any other presentation formats. Please set your slides to the 16:9 format as the projection will be in HD.
- Please choose the "On screen show" output within the "slide set up" menu when formatting your presentation.
- All presentations should be on USB compatible flash memory device.
- All presentation media should be clearly marked with session title, presenter, date and time
- For any technical support please contact Scott Clarke 01202 352973 or 07739021203



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- Report to the duty AV technician in AV room as soon as possible and at least 4 hours before the presentation time to allow the presentation to be checked and loaded onto the system.
- We strongly recommend that if you intend to use VIDEO clips within a presentation, please send it to the AV technicians a minimum of 48 hours beforehand. General advice is that video clips in MP4 format is the most likely to be compatible.

You MUST inform the BSIR conference office ASAP if you have any additional AV/internet requirements. These cannot be guaranteed and must be discussed beforehand.

BSIR Workshops, Masterclasses and Fundamentals – definition with text for invitations

Workshop

This session is an interactive seminar by one or two speakers.

It should be power point based which is used to set the scene, allowing plenty of time for Questions & Answers and can include a table top demonstration of kit if you wish. The level for this session is 'General'.

Masterclass

This session usually comprises several table top stations demonstrating kit; tips & tricks. It is meant to be a relatively unscripted "ask the experts" session, driven by audience's needs. Phantoms can be used where possible. There will be teams of 2 per station. The level is meant to be 'Advanced'.

Once everyone who is participating in the running of the session has confirmed we will put you in touch so you can decide how exactly you want to run it and will have two leads to co-ordinate the session.



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Fundamentals

This session is a video based session demonstrating best practice principles. The level it is aimed at is 'Beginners/ Refreshers'.

Level: Beginners/ refreshers

Opening Times

Day	Date	Time
Tues	1 st November 2022	3pm to 6pm
Wed	2 nd November 2022	7am to 6pm
Thurs	3 rd November 2022	8am to 6pm
Fri	4 th November 2022	8am to 2pm

We look forward to seeing you all in Glasgow!