British Society of Interventional Radiology

Registered Charity No: 1084852

BSIR 2017 - Speaker Instructions

Date	1ˢᵗ – 3ʳᵈ November 2017
Venue	ICC, Broad St, Birmingham B1 2EA
Directions	www.theicc.co.uk/find-us/

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 cueing system is in use and if requested by the chairperson, please summarize 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.

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.
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Filming

PLEASE NOTE: All sessions in Main Auditorium and Media Centre will be filmed as an educational resources 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.
- There are no facilities for slide or OHP projection.
- The accepted presentation format is PowerPoint 2007 (Microsoft Office 2007) with an aspect ratio of **16:9**. This is compatible with previous PowerPoint versions. Please do NOT bring any other presentation formats.
- Please choose the "On screen show" output within the "slide set up" menu when formatting your presentation.
- All presentations should be on CD Rom, or a USB compatible flash memory device.
- All presentation media should be clearly marked with session title, presenter surname & initials, title, date & time of presentation.
- 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 WMV 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 Audio-Visual Service Centre

BSIR Registration Foyer, ICC Birmingham, Broad St, Birmingham B1 2EA

Opening Times

Day	Date	Time
Tue.	31st October 2017	3pm to 6pm
Wed.	1st November 2017	8am to 6pm
Thurs.	2nd November 2017	8am to 6pm
Fri.	3rd November 2017	8am to 2pm