



British Society of
Interventional
Radiology

BSIR ASM 2019 – Speaker Instructions

Date	13 th – 15 th November 2019
Venue	Manchester Central, M2 3GX
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.

President

Dr Trevor Cleveland
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Vice President

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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 Main 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.
- There are no facilities for slide or OHP projection.
- The accepted presentation format is PowerPoint 2016 (Microsoft Office 2016). 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 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.

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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 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.*

Opening Times

Day	Date	Time
Tues	12 th November 2019	3pm to 6pm
Wed	13 th November 2019	7am to 6pm
Thurs	14 th November 2019	8am to 6pm
Fri	15 th November 2019	8am to 2pm

*We look forward to seeing you all in
Manchester!*

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