



Speaker and Chair Information

Thank you for agreeing to participate as a speaker or chair at Rheumatology 2010. We appreciate you giving up your time to help us run an interesting and innovative programme for our delegates. We have put together some information we think may be helpful to you whilst in Birmingham and answer any frequently asked questions. The organising staff will be on hand throughout the conference to deal with any unexpected issues that may arise.

Audio-visual equipment

Please check your presentation into speaker preview room, situated in the Media Suite, at least 2 hours before your talk. It is also a good idea to bring a backup CD-Rom or flash memory stick in case of equipment failure.

There will be PowerPoint facilities in all conference rooms - if you require any equipment aside from this please let us know. If you use PowerPoint slides, you are asked to ensure that the font size is large enough to be seen from the back of the room. A PowerPoint slide, for example, would normally contain between 8 to 10 lines of type in 24pt size or larger.

Try to keep visual aids simple and to use them to highlight only the major points of your discussion.

AV technicians will be available each day so that presentations pre-loaded on conference laptops may be viewed by speakers and they will be on hand to sort out any formatting issues should they arise.

Speakers should inform AV technicians of special AV equipment needs BEFORE the session begins.

Please be aware if you use MAC software you will need to supply your own laptop so please check this in with technicians at least 2 hours before your presentation.

Presentation

It is recommended that you present your paper (i.e. talk the audience through it), rather than read it from a prepared script. This makes for a much livelier and more dynamic presentation, and it is generally easier for an audience to follow you when you speak rather than when you read. Whilst all the conference lecterns have microphones, you should speak loudly, slowly and clearly enough so that everyone can hear and understand you.

Speaker Etiquette

Delegate attendance is based on the advertised programme; therefore it is imperative to follow the session outline agreed upon for the conference programme and that the title of your presentation is exactly as it appears in the session outline.

Please give careful note to the time available and please adhere to the set timings.

If your session includes delegate participation, please allocate time at the end of your presentation for 'Questions & Answers'.

Your presentation should not have been presented at any other event, unless it contains new information and has been adapted for the audience.

Please avoid misusing the conference platform to promote or sell your company and its products or services. Corporate speakers should introduce their company briefly and provide relevant background information but please move to the focus of the session quickly.

Speakers from the corporate sector must not have branding on presentational material, and will need to declare any conflicts of interests at the outset of the session. Universities and hospitals will be allowed to have branded logos the front page of their presentations only.

Please do not include brand names of any products.

We appreciate that unforeseen circumstances can sometimes result in you not being able to deliver your session. Under these circumstances we hope that you would be able to find a replacement speaker, and inform the BSR and convener in good time so they are able to step in where necessary.

We in turn ask that delegates arrive promptly for sessions and respect the speakers, chairs and data that is being presented. Finally, we appreciate your involvement and the organisers welcome all feedback on any aspect of the conference.

Chair Etiquette

Q&A microphones are fixed at the front of the session room so please ask delegates to approach the microphone so all can hear their question. If necessary please repeat questions for the audience.

It is essential that sessions run to time and that no one is permitted to run over their allotted time. It is also BSR policy that no corporate branding or selling of any product is permitted within a session and we ask that you step in should it occur. BSR event organisers will be on hand throughout the conference should they be needed in a session, please ask one of the SECC stewards to contact us on the registration desk if necessary.

Speaker and Chair Responsibilities

All speakers and chairs should check in upon arrival at the conference. Access to the conference will only be granted with a registration badge which should be sent to you prior to the event. If you have not received your pass you can pick it up at the registration desk.

Please arrive at the room approximately 15 minutes prior to the beginning of the session. Speakers should check-in with the Session Chair before session begins.

Please don't hesitate to contact Briony Wilson, BSR Senior Events Officer, if you do have any questions.

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