



Guidelines for preparation of presentations

BVNA CONGRESS

9-11 October 2020

**TELFORD INTERNATIONAL CENTRE
St Quentin Gate
Telford
TF3 4JH**

PRESENTATION INFORMATION

Thank you for agreeing to provide a presentation at BVNA Congress. The information in these guidelines are to help minimise potential problems during the event and further improve the experience for our delegates. Please take the time to read through the information and there is a checklist at the end of the document which we hope will be useful for you to use to ensure the final version of your presentation adheres to the guidelines.

All presentations should be well-illustrated with case examples and peer-reviewed references used where appropriate. Please provide an outline of the presentation at the beginning followed by the conflicts of interest declaration slide and summarise the take home messages at the end of the presentation.

Preparation of slides

All BVNA Congress speakers should use the BVNA presentation template slides where the BVNA logo is present in the bottom right corner with a cream background. The template has been created using Microsoft PowerPoint with the widescreen (16:9) option. It is very important that the widescreen option is used at BVNA Congress. If you have any problems using PowerPoint for your presentation, please contact Nina Holmes (nina@bvna.co.uk). The information presented should be clearly written without overcrowding the slides. Please use a sans serif font (examples include: Arial, Calibri, Lucida Sans and Tahoma) at least size 24 for the written information contained on the slides.

Conflict of interest disclosure

All speakers are asked to inform delegates at the beginning of their presentation of any potential conflicts of interests in relation to the content provided in the presentation(s). Possible conflicts would include financial interest, arrangement or affiliations with any organisation(s) and/or company in relation to information provided in your presentation. Please amend the second slide in the BVNA template presentation accordingly by deleting one of the options and if any conflicts are disclosed, please list the organisation(s) and/or companies accordingly. If you are unsure whether your arrangement(s) and/or affiliation(s) are conflicts of interest, please declare them. The purpose of this is to provide transparency for delegates who attend your presentation(s).

Photographs, diagrams, tables, drawings, graphs and charts are encouraged

Photographs, radiographs or ultrasound reproductions are permitted provided you can provide proof of copyright or permission from the copyright holder. Please ensure the image quality is of high resolution to minimise loss of clarity when projected onto a large screen.

Sending your presentation to BVNA

From 2020, all lectures will be audio recorded for conversion into podcasts and webinars following the event. To enable this, we require your completed PowerPoint presentation to be sent to us at least 4 weeks prior to Congress – i.e. by no later than 11th September 2020.

Please send your presentation via email to BVNA (bvna@bvna.co.uk).

Saving your presentation

Please save your presentation(s) (including any video files used) in two different locations which are accessible at BVNA Congress, preferably using a USB storage device and cloud storage if possible. USB storage devices can fail or can be lost so if you do not have cloud storage, please save the presentation on two different USB storage devices. If the presentation has embedded video(s), please also save them separately on the USB storage device(s) and/or cloud storage as a precautionary measure. This way they can be reinserted into the presentation by the technicians at the venue, if they did not transfer across with the original copy of the presentation.

Checklist

Presentation checklist:

- Have you used the BVNA slideshow template?
- Have you included the conflict of interest disclosure slide and amended the slide appropriately?
- Have you included an outline of your presentation after the conflict of interest disclosure slide?
- Are your slides in widescreen (16:9) format?
- Do you have permission to use any images and/or data contained in your presentation?
- Do you have the presentation stored in different locations? Ideally using both an USB storage device and cloud storage which will be accessible whilst you are at Congress.
- Have you saved any videos separately just in case they do not transfer across within the presentations when saved on the laptop at the venue?
- Have you summarised the take home messages at the end of the presentation?
- Have you listed the peer-reviewed articles used to develop your presentation on a further reading slide?