



bsas
Belfast'24

9-11 April 2024

ABSTRACT & INVITED SPEAKER GUIDELINES

Invited and Abstract Presentation Guidelines

This year's BSAS Annual Conference is an in-person event.

The Session

- You will be introduced to the session chair closer to the conference. If you have a particular question that you would like the chair to ask, then please make sure to send this to them prior to the conference
- Your session will have a session assistant who will be responsible for the operation of the session, assisting the chair and to be on hand to solve any technical issues that may occur
- To ensure that the conference runs to the programme schedule presenters are required to comply to their allotted time.

These are:

Invited Speaker – allotted time will be specified in your confirmation email

Abstract Speakers – 10 minutes (8-minute presentation & 2-minute Q&A) or 15 minutes (10-minute presentation & 5-minute Q&A)

Your Presentation

- All presentations for BSAS 2024 are assumed as "in-person" at the venue.
- If you cannot attend, for whatever reason, you must notify the BSAS team ASAP via email on BSASConference@abbeyuk.com.
- Please note: all authors are required to purchase a conference ticket no later than 7th February.
- Use the link in your abstract notification email to begin your registration. **This link is unique to you.**
- You must submit the final version of your session slides to BSAS by **Friday 29th March**. Any version sent/received after this date will NOT be accepted.
- A title slide for your presentation is available to download [here](#), please ensure that you use this as the first slide of your presentation.
- If your presentation is too big to email to BSASConference@abbeyuk.com please send via **WeTransfer** (or similar).
- Please make sure you send us the following information along with your presentation slides:

First Name | Surname | Presentation Title | Session Date | Session Time | Session Title

- Please bring your presentation to the conference on a USB media storage device as a back-up copy only. BSAS will not accept slides received after **Friday 29th March**.

Invited and Abstract Presentation Guidelines

During your presentation

- You must make sure you are at the registration desk at least **30 minutes before the session starts**. During this time, you will have an opportunity to meet the chair, session assistant and other speakers. You will also have an opportunity to run through your session slides
- The session chair will introduce the session, your presentation and will host the Q&A.
- The session assistant will be able to assist speakers and delegates with any technical issues they may encounter. They will also assist the chair

Q&A

- The chair will begin the live Q&A following your presentation
- We recommend that speakers prepare one question that they would like to be asked following their presentation and give this to the session chair prior to the session commencing

Contact

- The main point of contact prior to the conference will be

Rachel Neil,
Conference Event Manager,
BSASConference@abbeyuk.com

- You may be contacted by BSAS prior to the conference to promote your presentation

After the conference

- All sessions will be recorded and made available to delegates on the BSAS website following the conference and later available as chargeable on-demand
- Recordings and/or screenshots of your presentation may be used in BSAS marketing material
- Please email BSASConference@abbeyuk.com if you object to BSAS using your presentation following the conference

Conference Proceedings

- Invited speakers are required to submit a one-page (max 450 words) summary of your presentation which will be included in the conference proceedings 'animal – science proceedings'. If not done so already, please provide this by **7th February**. These should be submitted by email or via the instructions outlined in your speaker invitation email.

Invited and Abstract Presentation Guidelines

PowerPoint/Slide Design

- Presentations may only be submitted as PowerPoint. No other audio-visual layout (e.g., slide, video, or overhead) or software is permitted
- Please note that you cannot present from your own laptop or USB in the session rooms.
- All presentations will be pre-uploaded so that your presentation slides are ready to play
- All slides are to be in a 16:9 Aspect Ratio. The presentation MUST be in widescreen 16:9 ratio to work with the format of the projector screens. This can be amended in PowerPoint by changing the Slide Size on the Design ribbon. Review each slide as you may need to adjust text around graphics or font sizes after resizing
- Keep your presentation as simple as possible to avoid hardware or software conflicts.
- Audio and video files, animated text, slide transitions, animated figures, superscripts, and subscripts cause most of the problems
- If you must embed video files, .mpg, .mpeg, or .wmv formats are more likely to be compatible. Other formats may not play properly
- Prepare your presentation as a single file to run on PC, as a Microsoft Office PowerPoint presentation format file. Save your file as a normal PowerPoint file(.pptx).
- Do not save your file as a PowerPoint Show (.ppsx) file. For security reasons, we cannot accept macro-enabled files (.pptm or ppsm)
- All presentations must run on Windows operating system. Conference computers will run on Windows. Please create your presentation in PowerPoint for Windows. If you use PowerPoint for Mac please test it on a Windows computer before submitting

- Conference organisers will pre-load all presentations onto conference computers. Presenters will NOT be allowed to use their own laptop computer. Apple computers will NOT be available
- Arrive for your session 30 minutes prior to the beginning of the SESSION (not your presentation). Meet the session chair and audio-visual volunteer. Become familiar with the room and with the operation of the 'forward' button or your PowerPoint presentation prior to your presentation.

Please note: Failure to follow the slide design guidelines may result in technical issues during your presentation, which BSAS cannot be held responsible for. We strongly recommend you arrive with enough time to run through your slides on the conference laptop.