

Manchester 17th – 20th May 2010
Speakers' guidelines for Presentation of Papers for Oral Presentation

Introduction:

The Manchester Central Convention Complex (MCCC) is a modern purpose built Conference Centre with a well-equipped Auditorium and several additional lecture halls. All rooms will be sign posted, but if you are unsure of the location of your presentation, please go to the BRS registration desk at the front of the MCCC and a member of staff will assist you.

PRESENTATION

• **Presentation time varies:**

Please see your individual letter for your allocated length of lecture, which includes time for the presentation of slides and/or films, remember that one slide takes approximately one minute. The usual time allocated for abstract presentations is 10 minutes plus 5 minutes discussion time.

• **Rhythm of presentation:**

Ensure that you adhere strictly to the time allocated without having to rush your presentation.

• **Time keeping:**

The Chairperson has the right to stop your presentation if it exceeds the allocated time.

• **Presence:**

The Speakers must be present in the lecture room BEFORE the session begins and remain until the end of the session.

• **Recording:**

All sessions will be recorded. If you do not wish your presentation to be recorded, please notify the Organisers in writing by 26th March 2010.

- **All abstract presenters must register for the conference.** You may register on-line or download a registration form on the BRS website: www.britishrenal.org

Please complete the 'Speaker Information Form' enclosed and return to the Organisers no later than 26th March 2010.

Audio Visual Requirements:

We are able to arrange most technical facilities if they are requested in advance. Please specify your AV requirements on the enclosed Speaker Information form and return it to us no later than the 26th of March. This will ensure that you have the equipment necessary to facilitate your presentation. **The preferred method is: PowerPoint presentation.** We offer these Guidelines to help you prepare a first rate presentation. If you have any questions please contact Vivien Laverty (telephone: 01483 764 114) to discuss your requirements.

Please take into consideration the capacity of the lecture hall:

Auditorium: 804 Charter Suite 3-5: 400 Central Meeting Rooms: 5, 6 & 7(combined): 200

Central Meeting Rooms 3 & 4(combined): 120

Charter A: 150

POWERPOINT

PowerPoint presentation is available in all halls.

All presentations should be previewed at least half a day before the session in the "Speaker Preview Area" which will be clearly sign posted, but if you come to the BRS registration desk, a member of staff will direct you to the Speaker Preview area. The technician in this area will check your presentation to ensure CD/Software compatibility. Ideally, please send your PowerPoint presentation to us electronically to brs@britishrenal.org at least 3 weeks prior to the conference, by Friday 23rd April. Speakers whose presentation is early Tuesday morning are asked to preview their presentation on Monday afternoon, for those who present early Wednesday morning we ask you to preview on Tuesday afternoon and for those who present early Thursday morning we ask you to preview Wednesday afternoon.