



Instructions for Oral Presenters

PLEASE NOTE: All Oral presenters are also expected to display a Poster – please see details below.

The following information is designed to offer guidance to those who will be making an oral presentation at the meeting. We appreciate that many of these points will already be familiar to you, however we appreciate your co-operation in ensuring you take note of the points below.

Oral presentations will take place from 11:20 – 12:30 on Friday 4th October. The presentation should be no longer than 8 minutes long (try to time yourself to aim to finish by 7 mins). Following this the chairs will field 2 mins for questions.

Due to tight scheduling, session chairs have been instructed to interrupt speakers who exceed their allocated time, so please ensure that you plan your presentation effectively. If you exceed your 10-minute slot you will be asked to close immediately to allow equal time for your fellow presenters.

Please plan your presentation carefully and co-ordinate each phase of your presentation with your audio-visual aids. Please select your vocabulary to address as wide an audience as possible and avoid unfamiliar abbreviations or expressions.

Remember that the three rules of effective presentation are:

1. Tell them what you are going to say (spend a few moments introducing your topic and what you intend to speak about)
2. Tell them (deliver your presentation including the methods, results and conclusions)
3. Tell them what you said (summarise the most important points of your presentation)

Guidelines for producing PowerPoint presentations for oral communication

LAYOUT

- Keep slides simple and concise – do not present too much information on any one slide
- Use one or two colours on a plain coloured background for maximum impact
- Put any conclusions/summaries in a prominent panel

FONT

- Use as large a font as possible and no less than 16 point
- Avoid capital letters except at the beginning of sentences and for proper nouns
- Avoid underlining
- Use a bolder, larger typeface for the main titles and headings. It can be effective to use a different typeface for headings and subheadings
- To emphasise text, use a bold or italic font



You can send your presentation in ahead of time (to bsaci@medivents.co.uk) however we also ask that when you arrive on site (at least 3 hours before your presentation), please check and sign off on your presentation with our technicians in the speaker preview room. You can also make final changes here.

Your presentation must be in Powerpoint (please convert any keynote files into Microsoft Powerpoint), and you must use the provided template slides as your first two slides (title slide and conflict of interest slide). You can use your own template slides after this if you wish. Your presentation MUST be in 16:9 format.

You will not be able to present from your own laptop.

If you have any video files in your presentation, please ensure they are embedded, but also provide them as separate files when sending in your presentation, so we can check and ensure they play. Please check your videos and builds play as you wish them to when you sign off on your presentation with our technicians in the speaker preview room ahead of your session.

Poster instructions below



Instructions for Poster Presenters

As an Oral presenter, you are still expected to prepare a poster for display. This allows you to share your findings with a wider audience and to be considered for the Barry Kay Award.

How to produce the most eye-catching and effective poster?

- Your poster **MUST** be A0 90cm wide x 120cm high (A0 **portrait**) in size and portrait in orientation
- You are able to use any poster template or layout you wish, however particularly if you are a new presenter, we encourage you to use the template which can be downloaded from the website and can be used in conjunction with this [YouTube video](#), that discusses new methods for science communication.

Submitting your poster prior to the conference

- As part of your offer of poster presentation, you are required to submit your PDF poster prior to the conference so it can be part of the poster flip book, and also included in the conference app.
- The hard deadline for submission of PDF posters is: **Midnight Monday 23rd September**
- Please log back in to your abstract submission and use the PDF poster upload button to submit your final PDF poster: <https://app.oxfordabstracts.com/stages/19121/submitter>

At the Meeting - Set up and display

- You will be responsible for printing, setting up and displaying your poster at the meeting.
- Your poster should be displayed for the duration of the meeting and should be ready for viewing by the coffee break at **15:00 on Thursday 3rd October** at the latest, however poster boards will be ready from 08:00 on Thursday 3rd October. Your poster should remain in place until the close of the **final coffee break and poster viewing session which ends at 11:30 on Saturday 5th October**.
- Please check the details sent to you, and/or the programme upon onsite registration at the meeting for your exact poster board number, as well as the location of the posters.
- A display board with your poster number will be provided. The board has a display area of approximately 90cm wide x 120cm high (A0 **portrait**). **Posters not fitting within this maximum size cannot be displayed.** *Please ensure that your poster has a **Portrait** (not landscape) orientation.*
- The boards will be felted, and your poster should be attached using Velcro hook material. A limited supply of Velcro hook fixers will be available onsite.
- **You should also be prepared to give a 2–3-minute oral presentation alongside your poster during your allocated poster walk. You must present your poster in order to be considered for the Barry Kay Award in your category.**

Poster walks are scheduled grouped by topic as follows:

**Thursday 3rd October 15:00 – 15:45: Anaphylaxis, Clinical practice, Clinical practice-
psychology, Drug allergy, Drug allergy-Penicillin, Food allergy, Gastro-Food allergy,
Respiratory**



Friday 4th October 10:40 – 11:15: Food allergy, Food allergy (cow's milk, Hen's Egg allergy), Immunology, Aeroallergen immunotherapy, Food immunotherapy, Respiratory, Venom allergy, Equality, Diversity, Inclusivity in allergy, Dermatology-chronic spontaneous urticaria, Dermatology-Eczema

Please ensure that your poster title and authors as stated on the submitted abstract are printed on your poster.

- At the end of the meeting, any posters not removed from the display boards will be disposed of.

****Eligibility for Barry Kay and Education Awards**

To qualify for the Barry Kay or Education Award the **presenting author** must be an '**early career researcher**'. This is defined as an undergraduate student, clinical trainee in allergy or clinical immunology or a related clinical speciality, or any non-clinician within five years of their last higher degree (e.g., PhD, MSc) or qualifying degree who has submitted an abstract.

The **presenting author** must specify if they are an "**early career researcher**" as defined in the criteria above and eligible for a Barry Kay or Education Award.