

## **INSTRUCTIONS FOR PRESENTATIONS**

Please email a copy of your presentation to [scott@thehireco.co.uk](mailto:scott@thehireco.co.uk) by no later than Friday 19<sup>th</sup> February 2010.

- Presentations must be in PowerPoint; we will support all versions.
- We will NOT have the facility to project 35mm slides.
- Presentations will NOT be allowed from personal laptop computers.
- You are advised to bring a copy of your presentation on CD or memory stick to the meeting.
- You will be able to review your presentation up until 1500 on the day before a morning presentation or by 0930 on the day of an afternoon presentation.
- Your presentation should be five minutes in length with an additional five minutes for questions. Chairmen will enforce these times ruthlessly. A timer or traffic light on the lectern will warn you of the amount of time you have to conclude your presentation (the timing for cardiothoracic forum presentations are different – please see additional instructions).
- Please bring an A1 size (84 x 59cm) POSTER of your work to the meeting – this will be displayed in the exhibition area throughout the meeting
- Details of prizes and how presentations are assessed for these are available at [www.scts.org](http://www.scts.org)
- Failure to bring a poster will reduce the exposure of your work to delegates.
- Registration staff will tell you where to display your poster.

## **ADDITIONAL INSTRUCTIONS FOR CARDIOTHORACIC FORUM PRESENTATIONS**

- Your presentation should be 10minutes in length with an additional 5 minutes for questions. Chairmen will enforce these times ruthlessly. A countdown timer or coloured traffic lights on the lectern will warn you of the amount of time you have to conclude your presentation.

- **Cardiothoracic Forum posters and presentations will be marked separately in accordance with the two prizes that are available. Clinical practice presentations are eligible for a £200 prize from Ethicon for the best paper and this will be judged by the audience evaluation which will be scored. There is a book prize awarded to the best poster marked by a panel.**
- **Please ensure that you send a personal profile to [tara.bartley@ntlworld](mailto:tara.bartley@ntlworld) no later than 31.01.2010. This will be used to introduce you at the forum.**
- **Please email your presentation to Tara Bartley at [Tara.Bartley@uhb.nhs.uk](mailto:Tara.Bartley@uhb.nhs.uk) and to [scott@thehireco.co.uk](mailto:scott@thehireco.co.uk) by no later than Friday 19<sup>th</sup> February 2010.**

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