

Your presentation

- Please use the template provided to create your presentation.
- Please name your presentation using the following convention– the day your presentation will take place-the time your presentation is due-your-fullname-Congress room.

Example: **Tue-1000-ManiRai-Hall2.pptx**

- Please make sure the presentation is in 16:9 format.
- Presentations should be in PowerPoint pptx 2013 or later, or Keynote.
- We suggest using Arial or Calibri. However, if using a third-party font please embed this font into your presentation to ensure your content appears correctly on screen. Click the link to find guidance on [how to embed fonts into you presentation](#).
- Videos should be embedded into the presentation, and you need to indicate if it has sound accompanying it. Click the link to find guidance on [how to embed a video into your presentation](#).
- Presentations should have any slide transition timings removed, unless specially needed.
- If you need to change the title of your presentation, please email Mani Rai on mani@ics.ac.uk by 1 June 2023. After this point the programme will become locked, and we cannot guarantee the update.
- Please open with a slide indicating clinical context, intended audience, and scope of talk. Please bear in mind that the audience is multi-professional, and a mixture of clinicians and academics, with the former in the majority.
- Please make your talk original and conclude with a final slide with 2-3 key “take away messages”. Although this is a scientific meeting, feedback from our delegates has been that they appreciate an element of pragmatic advice or comment on clinical impact to take away with them, even when the data is incomplete or still in equipoise.
- The Congress style is deliberately informal so that delegates feel able to ask questions in an otherwise intimidating large-room format. There is no set dress (or indeed dress-down) code for speakers, but please wear whatever you are comfortable with. We appreciate that for many speakers this means formal attire, and this is fine, but jeans are equally welcome.

Grammar and style

- Please do not forget to use the [SOA template provided](#) for your presentation. Please use 24 font size or above for the body of the text.
- Your company name and logo can only be on the first slide.
- Use of either British or American grammar and spelling is acceptable with the former being preferred.

Social media and your presentation

- The audience will be encouraged to use the Conference App and Twitter as well as the microphone for questions. Selected questions posted online during the talk will be passed onto you verbally at the end of your talk or during the Q&A/panel debate via a digital moderator (you will not need to be watching a screen). Verbal questions from the floor will continue to be encouraged as well. The chair and digital moderator will make sure there is the right balance to ensure all delegates can ask questions, recognising that some prefer using social media whilst others naturally want to use the floor mic.
- We have a “Free use of electronic devices” policy (in silent mode). Interesting slides from your presentation are likely to be photographed and tweeted by delegates, as is now common practice in meetings. Journals do not regard this as prior publication.
- If you have particularly sensitive slides, please place a “no photography” or “no Tweeting” icon prominently on each slide.

Example



Please try to make this the exception rather than the rule. Delegates will be specifically asked to respect restrictions, as a courtesy: any breaches will be self-evident from the posted images and in our previous experience, compliance with such requests is very good.

- We are otherwise committed to supporting the Free Open-Access Medical Education movement to promote critical care knowledge and appreciate your participation. All sessions are recorded and released throughout the year.
- All talks will be available in studio-quality free MP3 podcast format and may be released throughout the year.
- You may be asked for interviews or other interaction by our Social Media team, as part of our podcasting and videocast programming. Obviously, you are free to turn these down, but we hope you will feel able to take part.
- If you have specific concerns about any of the above, please contact mani@ics.ac.uk.

Data and imagery

- All content is live streamed and recorded for future use, please **do not** use patient identifiable data in your slides or in your talk.
- If using imagery that showcases scans, x-rays or any other affiliated content to highlight cases, please ensure that all patient data is cropped out of the images. Click the link to find [guidance on how to crop imagery in your presentation](#).
- If using imagery that is not open source or from a stock repository, please ensure you have permissions to use them before adding them to your presentation.

Interaction with delegates

- Delegates would appreciate the chance to talk to you. We would like to encourage this, and to ask if you will kindly take time to interact if approached in public areas.
- There is a Speakers' Lounge and talk preparation area, for times when you do not wish to be disturbed.
- We will be using our Congress App for the purpose of Q&A and voting polls, both of which will facilitate interaction with your audience.
- Delegates will be able to submit questions on their device at any time during your talk. All participants will be able to view questions and 'like' them, which will push them up the list once they are approved by a moderator. At the end of your talk, the moderator and/or Chair will run Q&A by combining these questions with traditional questions via floor mics in the audience as well as from Twitter.
- You have the ability to run simple multiple-choice polls with your audience during your talk. If you would like to run polls, please put a poll per slide in the appropriate place in your presentation - these will be recreated in the software by the AV team. During your session when you are ready to begin your poll, please ask the audience to access the Congress app, go to the session and click on the poll button. Please send through your voting poll questions to mani@ics.ac.uk by 10 June.

Communication with your session chairs

- Please email two seed questions that your session chairs can ask about your presentation by 10 June at the latest. This will give you the opportunity to talk about one or two points in your presentation in depth, or to cover a topic that you did not get the time to cover in your presentation. This also assists session chairs to organise a lively Q&A session.
- Please inform your chairperson if you have a preferred gender pronoun and also include this in your opening slide to help indicate said pronoun to the audience.

Speaker instructions on the day

1. You must arrive at the venue at least one hour before your session (not your individual presentation) starts. When you arrive, please pick up your registration badge and go immediately to the speaker lounge room. This is where you will meet with one of our technicians and upload your presentation on to our system. If you need time to update your presentation, then you can do so in the speaker lounge. Please note it is not possible to utilise your own personal computer for your presentation, every presentation must be transferred through our system – if you do not have a USB, we will have some spares onsite. Refreshments will also be available in the speaker lounge.
2. We ask that get to your allocated session room at least 20 mins before the session (not your individual presentation) is due to start, this will give us sufficient time to mic you up and run through your stage management. If you are speaking in the main hall (Hall 1), you must first go to the speaker lounge room and where a member of the SOA team will take you down to the backstage. If you are speaking in Hall 5 or Hall 8, then please go directly to the room where you will be greeted by a member of the SOA team and the technician who will be located at the back of the room.
3. Please make every attempt to attend the whole session in which you are speaking. It is important that you have heard the other talks in your session to fully engage with the discussion. The Q & A and discussion will take place at the end of the session.
4. Please be mindful of the time and try not to exceed your presentation time limit. The monitors will show how much time you have left.
5. The Q & A will take place at the end of the session.

If you envisage any problems or have a specific query, please do not hesitate to contact us.

Other useful links

Suggested free sites with high quality images for presentations (creative commons license)
<http://ffolliet.com/2017/12/24/image-search/> (P Cubed Presentations by Ross Fisher)

Important deadlines

Task	Deadline date	Submit to
Final presentation (use the template provided)	<p>please send your presentation via WeTransfer or Dropbox by 10 June.</p> <p>Please also bring your presentation to the venue on a USB stick. If you are not able to use a USB stick, we can provide you one onsite. In case your USB fails, we advise you to bring your laptop with you as a backup. It will not be possible to present from your laptop, but you will be able to transfer your presentation to the technician.</p>	Mani@ics.ac.uk
Voting poll questions (only necessary if you want to use voting polls during your presentation)	10 June	mani@ics.ac.uk
Two questions for your chairperson based on your presentation	10 June	mani@ics.ac.uk