

# Guidance for Presenting a Podium Presentation for the British Association for Surgery of the Knee Annual Meeting

Below you will find some practical points regarding your Podium Presentation

## ORAL PODIUM PRESENTATION

- Your Presentation should be a **5 minute** oral presentation with PowerPoint slides, followed by discussion and questions at the end of the relevant session chaired by the session moderator. The moderators will be asked to strictly enforce the time limit on your presentation. Oral Podium Presenters are also invited to submit an E-Poster ahead of the meeting (please refer to E-Poster Guidelines for more information)

## SHORT ORAL PODIUM/POSTER PRESENTATION

- Your Podium Presentation should be **2 minutes** in length to include a single PowerPoint slide ONLY and oral presentation followed by discussion and questions at the end of the session chaired by the session moderator. The moderators will be asked to strictly enforce the time limit on your presentation. Short Oral Podium/Poster Presenters are also invited to produce and display an A0 sized, portrait layout Poster at the meeting (to be displayed by 10am on day 1), along with submitting an E-Poster prior to the meeting (please refer to E-Poster and Poster Guidelines for more information and deadlines)
- The final programme will be available online within a month prior to each meeting, visit the Events section on the website at [www.baskonline.com](http://www.baskonline.com)

Authors will need to bring their presentations to the meeting on a USB stick (**NOT** as a file saved on a laptop).

- Podium Presentations can only be uploaded at a meeting before the meeting begins or during the coffee and lunch breaks. There will be a '**Speakers Pre-View Room**' available at the meeting, this is for use by presenting authors only.
- The Senior Author stated on an abstract selected for podium presentation will be required to register for the meeting and should be present during the Presentation. If for any reason the senior author is unable to attend you should notify The Event Organiser at [eventteam\\_bask@outlook.com](mailto:eventteam_bask@outlook.com)

In preparing your slides, please pay special attention to:

- **Format: - PowerPoint using Widescreen (16:9)**
- Correcting spelling mistakes
- The choice of colour scheme for background and text
- The font size chosen
- Avoiding detailed tables and diagrams

Authors are requested to register online to attend the meeting, the link for registration can be found on the BASK Website and within the Notification of Outcome email sent to you.

All Abstracts for Podium Presentation are published in the final programme which is given to delegates at the meeting.

### IMPORTANT PLEASE READ THE FOLLOWING:-

ALL ABSTRACTS ACCEPTED FOR PRESENTATION (INCLUDING THE E-POSTERS) ARE PUBLISHED ONLINE ON THE BASK WEBSITE. PLEASE NOTE THAT WE WILL TAKE PUBLICATION OF YOUR ABSTRACT IN THE FINAL ABSTRACT PROGRAMME TO IMPLY CONSENT TO PUBLICATION ON THE WEBSITE, IF FOR ANY REASON YOU ARE NOT HAPPY WITH THIS PLEASE NOTIFY THE EVENTS ORGANISER.