

BOFAS Podium Presentation Guidelines:

The BOFAS Scientific Committee is delighted to have your presentation on this year's program.

Please observe the following guidelines for the meeting:

- Focus on the essence of your research and eliminate unnecessary background information or lengthy discussion. Most of the audience will already have a good understanding of the topic and long explanations of the history of the condition are rarely necessary.
- Presentation should be an abstract in PowerPoint form. Please do not read your slides verbatim.
- Please be in the room at the beginning of the session you are presenting.
- The senior author is expected to be present at the session.

The following should be included:

Title Slide:

- You do not need to thank your co-authors at the start of your presentation.

Disclosure Slide:

- We consider it good practice to disclose any potential conflicts of interest of presenters and co-authors. This information should be included on the 1st or 2nd slide of your presentation.

Purpose/hypothesis/aim:

- This should be outlined clearly and early in the presentation. A couple of background slides may be used if essential and useful to the audience.

Materials and Methods:

- Demonstrate that your research is sound, your methods valid, and that you employed appropriate statistics when applicable.

Results:

- Focus on the results that pertain to your aim / purpose / hypothesis.
- Be clear about the statistical significance of your most important findings.
- Use simple, clear graphs and tables – they should not need explaining.

Discussion:

- Be clear about the clinical significance of your research and what it adds to practice.
- Do not undertake a comprehensive historical review of your subject.
- Do compare the results of your work with previous key studies.

Conclusions:

- Use only one or two conclusion slides to summarize what your research has revealed.

Format:

- **5 minutes is allocated for your presentation.** This is timed & you will be given a clear indication of progress using the standard coloured light system.
- There will be time for questions allocated at the end of the session, you must be prepared to answer any questions raised in relation to your work.
- Generally presentations should not be more than 20 slides. Slide size should be 16:9
- Prepare the presentation in PowerPoint format.

You will be sent a file request link to upload your presentation beforehand.

- The file should be named as follows:
 - presenter's last name-FPnumber-Day
(example Smith-FP12-Weds)
- We generally recommend against using video files unless essential, but when required they should be placed in the same folder.

There will be a speaker preview room where you can check your presentation up to an hour before your session starts.

If your talks are not uploaded to the file request link before the deadline you will not be able to present the paper.