**Oxford Global
Health and
Bioethics
International
Conference**
9-10 July 2024

Guidelines for Presenters

Important note for all presenters

Before 8 June, please review your abstract details in [Oxford Abstract](#) to ensure they are up to date and correct.

Guidance for Oral Presentations

- Each presenter will have 25 minutes available, <u>your presentation should last no more than 15 minutes</u> so that there are at least 10 minutes for questions and discussion. Due to programme schedule there will not be the possibility of running overtime.
- A session chair will introduce each presenter, keep the session to time, and facilitate the questions and discussion.
- Most sessions will include three oral presentations and last for 75 minutes in total.
- In Person Presentations: Please bring your presentation slides, on a USB stick, to the room your presentation is scheduled to take place in, **before 8.45am** on the day of your presentation. You will then be able to save your presentation onto a conference laptop. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.
- Online Presentations: Online sessions will be delivered via zoom – the zoom link for your session will available in the Online Conference Portal and we will email you one week before the conference in order for you to check you can access this. You will be responsible for sharing your presentation, via the share screen function on Zoom. If you are concerned about internet access and would like to pre-record your presentation, please get in touch ASAP with conference@ethox.ox.ac.uk .

Guidance for Lightning Talk Presenters

- Each individual Lightning Talk <u>should last no more than 5 minutes</u>.
- A session chair will introduce each presenter, keep the session to time, and facilitate the questions and discussion.

- These interactive sessions will last 75 minutes and will feature up to 5 individual lightning talks, followed by a facilitated questions and discussion with presenters and session participants. We will be in touch in June to let you know the other presenters/talks in your session.
- You may use slides to accompany your Lightning Talk presentation, although slides are not compulsory. If you do have slides you need to bring them to your session room on a USB stick **before 8.45am** on the day of your session. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.

Guidance for Poster Presenters

- Posters will be displayed digitally in two ways: (1) at the conference on digital display screens in the Lecture Theatre Foyer; (2) in the Online Conference Portal.

- Posters should be created in Portrait orientation and saved as a pdf document. A poster template, that also includes details of the dimension and resolution for the screens at conference, is available to use if you wish.

- Instructions for submitting your poster:
  - ➢ Log in to Oxford Abstracts website using the email address you submitted your poster abstract with: Oxford Abstracts
  - ➢ Scroll down to the 'Submission' box
  - ➢ Select edit – this will open your submission in a new page
  - ➢ Scroll down to 'Poster Upload'
  - ➢ Select 'Chose file' – and select your poster file. It must be saved as a pdf, be a single page and the file can be no larger than 10mb
  - ➢ If you have a poster presentation recording, or other online associated resource, you can add this into the 'poster presentation link' box
  - ➢ Add up to three key words that relate to the topic of your poster
  - ➢ Click 'Submit'
  - ➢ **The deadline for submitting your poster to ensure it is included on the digital display screens at the conference in Monday 24 June 2024.**

Questions

- If you have any questions please contact: conference@ethox.ox.ac.uk