

7th International Academic and Research Conference
5th August 2017, University Place, University of Manchester

**INSTRUCTIONS AND GUIDELINES FOR ORAL
PRESENTATION**

Dear Colleague,

Congratulations once again for securing an Oral Presentation at this prestigious and highly acclaimed international conference!

Please find below instructions and guidelines which you may find useful. We suggest that you read this document in its entirety as it contains important information on preparing your talk and the structure of the day, as well as an explanation of how the prizes will be awarded.

The Slides

The aesthetics of designing slides for an oral presentation are less critical than for a poster presentation. However, carefully considering the way in which you will deliver your presentation will ensure that you are calm and prepared on the day and that your presentation is well received by the audience. In this conference, you have five minutes and thirty seconds (5 mins and 30 secs) to give your talk and one and a half minutes (1 min and 30 secs) to answer questions. You should primarily focus on the time for the presentation itself. After 5 mins and 30 secs, the floor will be opened to the judging panel and audience who will ask questions regarding your work.

The 'rule of thumb' for oral presentations is one slide per minute of presentation, excluding title, reference and acknowledgment slides. This is only a guide but, if you aim to adhere to this, you should be able to complete your presentation within the allocated time. However, if your slides have plenty of visual descriptions rather than text, then you could have more slides. You should use your last 30 seconds to summarise your work/talk and to leave a profound impact on the audience and judges. Slides should be reasonably sparse (see examples below) with just enough information to highlight the key points and trigger your memory about that section. Replacing text for diagrammatic representations can be useful for both you and the audience. Where text is used, avoid writing out long sentences since the tendency will be for you to read from the slides which can reduce the quality of your presentation and make it less engaging.

The colour scheme should be simple and consistent. Font size should not be lower than '20 point' (preferably '24 point') and again, should remain consistent throughout. Every picture or diagram should have a short description and all slides should have a title and a slide number.

Some example slides of good and bad practice are illustrated below:

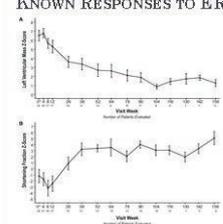
GOOD EXAMPLES

POMPE'S DISEASE



- o Absence of acid α -glucosidase – autosomal recessive inheritance
- o Organelles continue to breakdown
- o Glycogen accumulation in lysosome
- o Lysosomal distortion / rupture
- o Functional decline

KNOWN RESPONSES TO ERT

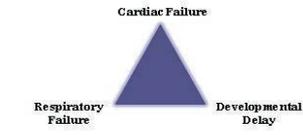


Dependent on 2 factors:

1. CRIM status – antibody response
2. Disease stage at which treatment is initiated.

Our patient was CRIM negative with advanced disease; the literature available suggests she was likely to develop a significant antibody response and die within 6 weeks despite treatment.

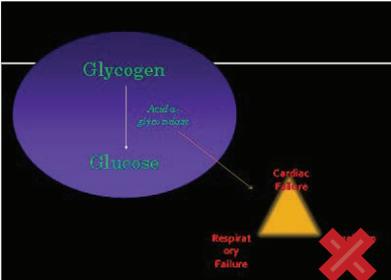
CONSEQUENCES OF POMPE'S DISEASE



Cognitive development thought to be normal – difficult to tell in our patient – 2 known cases cognitively normal.

Liver appears unaffected.

POOR EXAMPLES



Why this case matters

- Point of access to the condition (Slide 10)
- CRIM status (Slide 11)
- CRIM status (Slide 12)
- CRIM status (Slide 13)
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The rule of thumb for oral presentations is one slide per minute of presentation. This is flexible but if you aim for this you won't go far wrong. Slides should be reasonably sparse, just enough information to highlight the key points and trigger your memory about that section. The advice relating to posters about swapping text for diagrammatic representations is equally as applicable here. Where text is used avoid writing out long sentences; the tendency will be for you to read from the slides which makes for a very boring presentation.



Animations, if used, should be used sparingly and be kept simple. They can be used occasionally to highlight key areas but not for every sentence. Sound effects are not encouraged as some in the audience and the judges may find this distracting.

The Preparation

A few days (or even earlier) before the conference, please run through your presentation to check timings and ask for feedback from friends or peers about the contents of your presentation and your style of delivery. If you do this well in advance, you will have more time to address any concerns and to practice again before the day. It will also help you to become more confident and to calm your nerves.

Some background reading on the subject will ensure that you are prepared for any questions the judges or audience may have. You can also encourage your friends or peers to pose questions after your run-through as it is possible that they will identify pitfalls and weaknesses in your work that may encourage questions from the audience and delegates.

The Delivery

Start by introducing yourself; who you are, and what institution (hospital or university) you are from. Some people like to give a quick summary of what their presentation is about, others like to just get started – this is down to personal preference.

Keep your voice level steady and slow. Whether you are debuting or a seasoned presenter, it is quite common for individuals to speak faster than they think they are doing (or when they were practicing). Fast pace can make the presentation hard to follow. It is therefore essential to maintain a slow, calm and steady pace.

Don't be afraid of pauses – what may seem like an eternity when you're standing at the front whilst presenting might be just a split second to the audience and a careful, considered presentation is much better than a rushed one filled with “umms” and “errrs”. If you do make a mistake or trip over your words, remember that the audience probably wouldn't have noticed. Don't let it fluster you, just take a deep breath and continue. Once you've finished, thank the audience for their attention and open the floor to questions. Please note that if your presentation continues beyond 5 minutes and 30 seconds, you will be asked to stop by the moderating judge or the Chair, who will be a Consultant or a Clinician Scientist.

SUBMISSION OF SLIDES AND SOFTWARE:

It is vital that we receive your presentation slides by **2359 hours GMT on Saturday 29th July 2017**. If you wish to include a video in your presentation, kindly ensure that you know how to embed the video and fully aware of any pertinent technical matter (such as the name of file or file size). All videos must also be sent in by 2359 hours GMT on Saturday 29th July 2017. Please mail your presentation slides to conference@doctorsacademy.org.uk We strongly advise that you also email it to yourself and bring it to the conference on a memory stick (USB) as a further backup. However, updated presentation slides will not be accommodated on the day due to the logistical problems that arise from such requests.

To ensure compatibility with our software, please ensure that your presentation is saved (and sent to us) using the Windows Operating System (Windows 2003, 2007, XP, Vista, Professional, Windows 8, Windows 10). If you use a system other than Windows, such as the Macintosh Operating System, please ensure that your presentation is compatible with Windows. If you are planning to use a video, the video must be saved as an AVI or MPEG video files. You will have to run the presentation from our system and kindly be informed that you will not, in any instance, be allowed to run it from your own device or laptop.

ON THE DAY:

Please ensure that you are aware of the running order and the time of your presentation. The precise time of your presentation will be made available to you by 23.59 hours GMT on Friday 30th June 2017. As a matter of professional courtesy, you are required to be in the auditorium at the beginning of your presentation session. Presenters arriving after the start of the session will forfeit their chance to present, as this is disruptive to other presenters, delegates and judges. In the auditorium, there will be designated seats for presenters at the front.

The organising committee will require the next presenter to sit at a 'priority seat' situated at the front corner of the room as the presenting delegate moves onto the stage to begin their presentation.

All presenters need to be present for the entire day. Registration will only be accepted in the morning and there will be a sign-out sheet at the end of the conference. The Certificates of Presentation and Attendance, which will be sent by PDF following the conference on receipt of feedback, will be available only for those delegates who are at the conference for the entire duration of the programme.

PRIZES

In addition to recognising each presenter with a 'Certificate of Presentation', we will acknowledge the very best of what is presented on the day by awarding a series of prizes (1st, 2nd and 3rd) within each category. These will be decided by our panel of judges who will be awarding scores according to a number of predefined criteria, including the quality of the work being presented as well as the quality of the presentation itself. The marks of each candidate will not be communicated to anyone other than the judges and organising committee.

GRAND PRIZE

In addition to individual prizes within each of the categories, a 'Grand Prize' will be awarded to the best oral presentation from all categories. This 'Grand Prize', entitled '**The Doctors Academy Award in Academia and Research 2017**' will be a combination of prizes worth £200 (courses, educational resources, books), an award, a certificate, and other prestigious privileges from Doctors Academy such as being invited to give a keynote talk at the 10th International Medical Summer School in 2018.

After Session 'C', the organising committee will call upon the five highest-ranking candidates to present their work in the main conference hall for a second time between 1630 - 1730 hours in front of all delegates and judges. It is therefore essential for anyone wishing to be considered for the 'Grand Prize' to stay until the end of the conference, when the overall winner and the winners for each category will be announced.

All candidates giving oral presentations will be considered for the 'Grand Prize' unless you would like to exclude yourself from this opportunity. In which case, please inform us by email: conference@doctorsacademy.org.uk.

Withdrawing from consideration of the 'Grand Prize' will not affect your eligibility to a prize in your respective category.

The five candidates chosen to be considered for the 'Grand Prize' can be from any of the three categories, and their second presentations will be scored by a combination of both the consultant-led judging panel and the audience who will be asked to rank the presentations in order of preference from first to fifth place. Score cards will be collected and processed by the organising committee during the final keynote speech of the day, after which the winners of prizes will be announced and the 'Grand Prize' awarded.

All abstracts that have been accepted for this conference will be published, in the format that they were submitted, into the 'World Journal of Medical Education and Research (www.wjmer.co.uk)'. If you would not like the abstract that you submitted to be printed in this journal, please inform us by email: conference@doctorsacademy.org.uk. Kindly note that publishing your abstract in this journal does not preclude you from submitting your full paper in another journal in the future. You can have this abstract published in the form of a conference proceeding in the above journal and your full paper published in another journal.

We hope this information is helpful and answers most of the concerns and queries you might have. Should you have any further queries, please feel free to email us at conference@doctorsacademy.org.uk or info@doctorsacademy.org.uk

Congratulations once again and we look forward to welcoming you to the conference.

With very best wishes,

Organising Committee
7th International Academic and Research Conference 2017
Doctors Academy
www.doctorsacademy.org