

BNOS Annual Meeting 2026

FREE PAPER/ORAL PRESENTATION GUIDELINES

The time slot for each Free paper (oral) presentation is 7 minutes (5 minutes for presentation and 2 minutes for questions).

If you have been allocated 5 minutes, there will be a Q&A/Debate at the end of the session.

Timing will be strictly controlled, there will be a countdown timer available to help keep you to time.

Submitting your presentation

- All presentation materials must be received ahead of time to ensure smooth delivery of the conference. Presenting from your own device **is not permitted**. We do advise to bring a copy of your presentation on a USB in case of emergency.
- For files under 20 megabytes please send to katefenton-jarvis@eventmanagementdirect.co.uk. For files over 20 megabytes we ask that you transfer via file sharing sites such as WeTransfer, as we are unable to accept files over this limit.
- If you have any videos embedded within your slides, please ensure that all Video files are: .Mp4 format

They must be embedded videos in your presentations, as there will be no internet or online access.

- Name your file name as Date – Time – Speaker Name – Presentation Title
e.g. 1st July - 12:00 – K Jones - Presentation Title.ppt

If you add an updated version of your presentation after initial upload, please ensure this is renamed with version number.

e.g. 1st July - 12:00 - K Jones- Presentation Title.pptV2.ppt

- Timing and room detail can be located on the programme

Please send your presentation katefenton-jarvis@eventmanagementdirect.co.uk by Monday 15th June at 12:00pm

Specification

- All theatres/rooms will have a slide advancer for you to click through your presentation.
- All theatres/rooms have the ability to play sound through the PA system from the laptop
- Please set your slide to size 16:9

- Follow these steps: Open PowerPoint -> Select Design -> Click Page Setup ->

Select drop down menu 'Slides Sized For' -> Select 'On-screen Show (16:9)'

- In this same page set-up menu, please ensure that you set slide orientation to landscape.

- Try not to clutter your slides. As a guide, stand approximately ten times your screen size away.
- You should still be able to read the text on the slide.

For further information and guidance, please visit the 'Abstract' section of the BNOS Conference website - <https://www.bnosconference.org/>

Event Organisers:

Event Management Direct (EMD)

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