

British Thoracic Society Summer Meeting 2026

Thursday 9 & Friday 10 July

Exchange Hall, The Exchange Suite, Manchester Central Convention Centre
Petersfield, Manchester, M2 3QX

GUIDANCE FOR POWERPOINT PRESENTATIONS

If you wish to use PowerPoint, we would prefer that you do not use your own computer, as all equipment will be provided by the AV team at Manchester Central. The AV equipment runs the latest version of Windows (currently version 11), with Office 365. They generally run at resolution 1920 x 1080, and the recommended aspect ratio is 16:9 (widescreen). It is possible to run sound or video clips for the presentations, but we do need to know in advance if you require this.

Please contact the AV team in advance if you intend to use other presentation formats such as Prezi, Keynote or a MacBook. If you are using any Apple products, please bring with you your own adapter.

If you wish to include multiple choice style **voting questions** within your presentation, please see the separate instructions for doing this via Slido.

Please send your presentation to the AV team no later than **Monday 6 July** either via email to: presentations@brit-thoracic.org.uk or via the dedicated upload site (details below) with **BTSSM2026** in the subject line. Please save your presentation as:

BTSSM2026, SESSION TITLE, YOUR SURNAME and VERSION NUMBER

If you have a large file or videos, etc, to upload, then please do so via this secure website:

<http://SEGEVENTNAS01.quickconnect.to/sharing/h64urREsD>

Password: upload2026!

If you are not able to meet the deadline, or wish to make changes to your presentation after 6 July, then please bring the latest version of your presentation with you on the day.

IMPORTANT – PLEASE NOTE!

When saving your presentation, please ensure that the fonts are embedded. This should avoid the problem of slides 'slipping' on projection.

If there are video or sound files running through the presentation, you **MUST** bring the original video file (MPEG or WMV) with the presentation, as PowerPoint does not always save the video file, only a link to the original location of the file.

We aim to have all data presentations set up on the venue's computers in advance. We do this in the hope that it will enhance the experience of delegates and presenters alike, and hope that it will be less stressful for presenters on the day. We would be most grateful for your co-operation. **Please also bring with you on the day, a backup copy of your presentation on a USB memory stick and use the preview room for an on-site check.** Please allow plenty of time to check!

PREVIEW ARRANGEMENTS

There will be a Speakers' Preview Room onsite where presentations may be checked, and you will be directed to that room after checking in at the Speakers' Registration Desk.

If you have any queries about the technical side of your presentation, please contact: presentations@brit-thoracic.org.uk

We hope that your presentation goes well!