

British Thoracic Society Winter Meeting 2021 Online: 24<sup>th</sup> – 26<sup>th</sup> November 2021

## BRIEFING NOTES FOR JOURNAL CLUB SPEAKERS

The following notes outline key dates and important information about your involvement in the Winter Meeting 2021.

All Journal Club speakers will be presenting live.

All presentations will be run live from within the virtual event platform and speakers will be able to control their slides. For technical reasons, we will not be allowing speakers to share their own screens. Therefore, **all speakers** will need to submit presentations in advance and by the date below.

### PRESENTATION & UPLOAD INFORMATION

**Live presentation PowerPoint slide deck submission deadline:** 18:00 on Friday 29<sup>th</sup> October at the absolute latest.

Live presentation files should be saved by the presenter's surname, session title and day of presentation:

eg: Hurst\_COPDScalingNewHeights\_Wednesday

All content files should be uploaded here: <https://presentation-uploads.web.app/bts/>

Slides to accompany **live presentations** should be produced in PowerPoint (other formats such as Keynote can be used if PowerPoint is unavailable). Please ensure that your presentation does not contain any transitions, videos or animations. If you do need to include videos as part of your presentation, you will need to submit these separately, along with your presentation.

You may use your own PowerPoint template and we recommend using the widescreen (16:9) format.

The length of your presentation is 30 minutes, to include time for presentation of your chosen papers and discussion. Please contact Cathryn Stokes if you need clarification of this.

Further resources and tips for presenters are available on the Winter Meeting Resource Centre for Speakers and Chairs page [here](#)

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### SPEAKER COACHING AND TECHNICAL SETUP SESSIONS

We know that many of you will have become accustomed to online presenting, but the various platforms do differ, so these sessions are designed to ensure that you are familiar with the technology for this particular platform and that you feel confident to produce and deliver your presentation. We really do recommend you attend a session, which will be run by our platform partners ETM. Please click on one of the Zoom links below to register your attendance.

## Speaker Coaching:

**Monday 1<sup>st</sup> November at 16:00 – 16:30** - Zoom link [here](#)

**OR**

**Tuesday 2<sup>nd</sup> November at 10:00 – 10:30** - Zoom link [here](#)

The coaching sessions will be recorded and will be available after each call [here](#)

## Speaker Pre-event Technical Session Setup

**Monday 15<sup>th</sup>, Tuesday 16<sup>th</sup>, Wednesday 17<sup>th</sup> or Thursday 18<sup>th</sup> November**  
(20-minute slots, depending on your session)

Our production team from ETM has allocated these days for setup calls and BTS will be providing a specific date and time for your individual session. Each session will be allocated a 20-minute slot to be able to test the setup – treat this as a quick rehearsal. All speakers will benefit from attending this ahead of the live event. If possible, please use the same device, connection and be in the same location as you plan to be for the live event.

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## PRODUCTION & ONLINE ACCESS

The Journal Club sessions will be delivered as **live discussion forums** as part of the virtual event platform. You will present live and live spoken/text chat questions will follow from the attendees. Each session will be supported by a member of the ETM production team, allowing you to concentrate on the delivery of the presentation and discussion.

At least a week before the event, you will receive two separate log-ins:

- 1) A link to the online platform to allow you to access the relevant part of the platform as a speaker. This will be sent from [cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)
- 2) A separate link to the online platform to enable you to attend all other sessions on the day of your presentation as a delegate, free of charge, if you wish to do so. This will be sent from [noreply@online-event.co](mailto:noreply@online-event.co)

*Note:* Registration and payment should be made separately if invited speakers and chairs wish to attend the other day/s of the conference.

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## ON THE EVENT DAY

All Journal Club speakers should be available online **30 minutes** prior to their session going live for setup.

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## CONTACT DETAILS

**BTS** – for general conference information  
[bookings@brit-thoracic.org.uk](mailto:bookings@brit-thoracic.org.uk)

**BTS** – for presentation upload advice and assistance  
[presentations@brit-thoracic.org.uk](mailto:presentations@brit-thoracic.org.uk)

**BTS** – for specific speaker queries  
Cathryn Stokes: [cathryn@csconferences.co.uk](mailto:cathryn@csconferences.co.uk)

**ETM Productions** – for technical assistance and queries  
[bts@etmproductions.com](mailto:bts@etmproductions.com)