

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

## BRIEFING NOTES FOR SPOKEN SESSION SPEAKERS & CHAIRS

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

### FOR SPOKEN SESSION SPEAKERS

All Spoken presentations must be pre-recorded and will be run from the production team's studio. Therefore, **all Spoken Session speakers** will need to submit pre-recorded presentations in advance and by the date below.

### PRESENTATION & UPLOAD INFORMATION

**Pre-recorded content submission deadline:** 18:00 on Friday 22<sup>nd</sup> October at the absolute latest.

Video 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/>

**Pre-recorded presentations** should be accompanied by slides (recommend PowerPoint template and using the widescreen (16:9) format) and be supplied in MP4 format, at the highest possible resolution, ideally 1920 x 1080p, recorded with "picture in picture". Most meeting platforms, such as Microsoft Teams, Google Meet, Zoom, Loom etc., allow you to self-record in this way. Your presentation should have a maximum file size of 1GB. Where possible, please submit as a finished video with any edits and trimming completed prior to submission. A guide to recording is available via our Resource Centre (see below).

The length of your presentation should be a maximum of **10 minutes**. If you need clarification of this, please contact Cathryn Stokes.

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 & CHAIR 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.

**For Speakers, please attend the following session:**

**Wednesday 13<sup>th</sup> October at 16:00 – 16:30** - Zoom link [here](#)

**For Chairs, please attend one of the following sessions:**

**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](#)

**Pre-event Technical Session Setup – All Speakers & Chairs**

**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. The reason for these setup sessions is to bring all contributors together to test their session as a group – treat this as a quick rehearsal. Each session will be allocated a 20-minute slot to be able to test the group setup with the chairs and speakers involved. All chairs and 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**

Each session will be fully supported by our production team, allowing chairs and speakers to concentrate on the delivery of their content. We will be using Microsoft Teams to produce the content for each session, which will be streamed out to delegates from the ETM studio, via the online event platform.

Questions will be submitted by attendees via the live chat module on the virtual event platform and gathered by the session chair/s during the presentations, ready for the live Q&A. **The chairs and speakers in each session must therefore attend the whole session at the programmed time and be available to participate live in the Q&A after the pre-recorded presentation has been broadcast.**

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

- 1) An MS Teams link to enable you to join and participate in your Spoken Session as a speaker or chair. This will be sent from [abstracts@brit-thoracic.org.uk](mailto:abstracts@brit-thoracic.org.uk)
  - 2) A separate link to the online platform to enable you to attend all other sessions for the days for which you have registered and paid, which must include paid registration for the day of your presentation. This will be sent from [noreply@online-event.co](mailto:noreply@online-event.co)  
Session Chairs only do not need to register for the day on which they are chairing, as they will receive complimentary log in details for that day.
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### FOR CHAIRS OF SPOKEN SESSIONS

All presentations in spoken sessions will be pre-recorded, with live Q&A during each session.

Although Chairs won't, of course, have any content to upload, it is very important that Chairs also attend the coaching and technical training sessions to ensure that they are familiar with the platform and how the sessions will run on the day. Chairs will have a vital role in ensuring the smooth running of sessions with, of course, full technical support from our production team. A separate briefing document for the live chat and Q&A will be available separately, and there is a short help video [here](#)

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### ON THE EVENT DAY

All Speakers and Chairs should be available online **1 hour** 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 and chair 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)