

British Thoracic Society Winter Meeting 2021 Online: 24th – 26th November 2021

BRIEFING NOTES FOR SYMPOSIA SPEAKERS & CHAIRS AND GUEST LECTURERS

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

FOR SYMPOSIA SPEAKERS & GUEST LECTURERS

We encourage all Symposia speakers and Guest Lecturers to present live, but if you intend to pre-record your presentation, please contact Cathryn Stokes to confirm this as soon as possible (cathryn@csconferences.co.uk).

All presentations, both live and pre-recorded, will be run from the production team's computers and a slide advance app (OctoCue) will be available for those speaking live 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.**

SPEAKERS' DISCLOSURES

All Symposia speakers and Guest Lecturers must include a Disclosure slide at the start of their presentation. Please see the BTS Speakers' Disclosure Policy [here](#)

PRESENTATION & UPLOAD INFORMATION

Pre-recorded content submission deadline: 18:00 on Friday 22nd October at the absolute latest.

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

Live and pre-recorded 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 embed any videos into the PowerPoint but also send as a separate file for backup and zip all files into one folder for uploading.

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

Pre-recorded presentations should be accompanied by slides 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 helpful guide to recording is available via our [Resource Centre for Speakers and Chairs](#). The length of your presentation is as outlined in previous correspondence. 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 website page [here](#)

SPEAKER & CHAIR COACHING AND TECHNICAL SETUP SESSIONS

We know that many of you will have become accustomed to online presenting and chairing, 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 those pre-recording their presentations:

Wednesday 13th October at 16:00 – 16:30 - Zoom link [here](#)

For those presenting live or chairing:

Monday 1st November at 16:00 – 16:30 - Zoom link [here](#)

OR

Tuesday 2nd 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 15th, Tuesday 16th, Wednesday 17th or Thursday 18th 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.

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.

The OctoCue app will be used for speakers to advance their slides during live presentations. As this is linked to the MS Teams stream, it will need to be downloaded on the day, during the setup hour prior to the session start time.

There may be a combination of live and pre-recorded presentations in each session, but all introductions and moderation by Chairs will be live, as will the Q&A during the sessions.

Questions will be submitted by attendees via the live chat module on the virtual event platform and gathered by the session chairs during the course of the presentations, ready for the live Q&A. **The chairs and speakers in each session must therefore attend the whole session and be available to participate in the live Q&A, even if a speaker has pre-recorded their presentation.**

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 session as a speaker or chair. This will be sent from 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/chairing, as a delegate, free of charge, if you wish to do so. This will be sent from 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.

FOR CHAIRS OF SYMPOSIA & GUEST LECTURES

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](#)

ON THE EVENT DAY

All Speakers and Chairs should be available online **1 hour** prior to their session going live for setup, including download of the OctoCue app, where needed. Further details will be provided nearer the time.

CONTACT DETAILS

BTS – for general conference information

bookings@brit-thoracic.org.uk

BTS – for presentation upload advice and assistance

presentations@brit-thoracic.org.uk

BTS – for specific speaker and chair queries

Cathryn Stokes: cathryn@csconferences.co.uk

ETM Productions – for technical assistance and queries

bts@etmproductions.com