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

Speaker & Chair FAQs

Please find below a series of questions and answers that have come from calls and emails. By publishing these, we hope they will be helpful to a wider audience. There is also useful information on the BTS website in the Resource Centre for Speakers & Chairs here

Q: Should I present live or pre-record my presentation?
A: Speakers in Symposia and Guest Lecturers:
We encourage speakers in these sessions to present live, but if you intend to pre-record your presentation, please be sure to contact Cathryn Stokes (cathryn@csconferences.co.uk) to confirm this as soon as possible.
A: Speakers in Journal Clubs:
Speakers in the Journal Clubs must speak live – there is no option to pre-record in these sessions.
A: Speakers in Spoken and Poster Sessions:
Speakers in these abstract sessions must pre-record their presentations.

For further information on all of the above, please see the relevant Speaker Briefing Notes in the Resource Centre for Speakers & Chairs

Q: What are the time limits for presentations?
A: Poster presentation recordings should be a maximum of 2 minutes.
A: Spoken presentation recordings should be a maximum of 10 minutes.
A: Timings for Symposia, Guest Lectures and other sessions vary – please contact cathryn@csconferences.co.uk

Q: If I pre-record my presentation, do I still need to be online on the day?
A: Yes, all speakers must attend live on the day to take part in the Q&A parts of the sessions.

Q: What types of presentations must be pre-recorded?
A: Spoken and Poster presentations.

Q: For pre-recorded presentations, is it desirable to have the host show themselves talking or as a voiceover?
A: Ideally, all pre-recorded presentations should be recorded as 'picture in picture (PIP)' i.e., the PowerPoint slides or PDF with the Speaker showing in the corner delivering the presentation.

Q: If you are submitting a pre-recorded presentation, do you also need to submit slides?
A: If you are pre-recording your presentation, we would prefer you to record this as 'picture in picture' (PIP), as above. We are not asking presenters to provide separate slide sets for attendee download.

Q: Can you use short PowerPoint presentation slides to illustrate a poster with a video of the speaker (picture in picture recording)?
A: Yes. And please remember to also submit your poster in PDF format with your recording.

Q: How do I upload a pre-recorded presentation, PowerPoint slides for live presentation, or a poster PDF?
A: Please visit the Resource Centre for Speakers & Chairs on the BTS website for instructions and upload your presentation on this website

Q: How can I record my presentation?
A: One of the easiest ways of doing this is to use one of the many meeting tools, such as Microsoft Teams, Zoom, Loom etc., and self-record. Instructions for how to do this on Microsoft Teams are available in the Resource Centre for Speakers & Chairs.

Q: When will the Speaker Coaching Calls be held?
A: For speakers pre-recording their presentations, please attend the Zoom session at 16:00-16:30 on Wednesday 13th October.
For speakers presenting live and all session chairs, please attend the Zoom session at 16:00-16:30 on Monday 1st November **or** at 10:00-10:30 on Tuesday 2nd November.

Q: Are the Speaker Coaching Call recordings available?
A: Yes. Please refer to the Resource Centre for Speakers & Chairs for the link to the recordings and slide deck, which will be available the day after the coaching calls take place.

Q: When will the Technical Session Setup Calls be held?
A: These will be held between Monday 15th to Thursday 18th November. A 20-minute slot will be allocated for each session and you will be advised of the specific time and day for your session in due course.

Q: Are the Technical Session Setup Calls just for live presentations or also for pre-recorded presentations and the live Q&A parts of sessions?
A: Pre-event technical setup calls are for ALL speakers **and** chairs. That includes in Symposia, Guest Lectures, Journal Clubs, Spoken sessions and Poster sessions.

Q: What is the deadline for uploading pre-recorded content?
A: All pre-recorded content must be uploaded by 18:00 on Friday 22nd October.

Q: What is the deadline for uploading PowerPoint slides to accompany live presentations?
A: All PowerPoint slides must be uploaded by 18:00 on Friday 29th October.

Q: For live presentations, how will I advance my slides?
A: Step 1: Receive Octocue link from production team (during the one hour set up prior to your session starting on the day).
Step 2: Open on a separate device or screen.
Step 3: Use the green button to advance and the red to go back.

Q: Will we still need to use the OctoCue application for pre-recorded presentations?
A: No. OctoCue is only used for live presentations.

Q: For the pre-recorded Spoken abstract presentations, will there be live Q&A? If so, does this Q&A time need to be within the allocated time slot i.e., 10 minutes?
A: For Spoken Sessions, the live Q&A will take place after each individual speaker's pre-recorded presentation has been broadcast. Therefore, you do not need to allow time for Q&A within your 10-minute pre-recorded presentation time.
Spoken session speakers must join their session 1 hour before the session starts and stay online until end of the session.

Q: How will the Poster sessions run?
A: Chairs will introduce each speaker's 2-minute pre-recorded presentation. This will be followed by 5 minutes for live questions with the individual poster speaker. Poster speakers are required to attend the whole session live and participate in the question segments as invited to do so by the session Chairs.
The pre-recorded 2-minute video presentations will also be available to view at any time on the day they are programmed, along with the poster PDFs.

Q: I need to submit a PDF of my poster – is landscape or portrait preferred? What file size? Is there a template we should use?
A: You may use your own template (BTS do not have a standard one that has to be used) and we recommend that you produce your poster in PowerPoint, widescreen format (16:9) and then save it as a PDF. There is no file size issue and tips for designing posters are available in the Resource Centre for Speakers & Chairs.

Q: For pre-recorded presentations, will there be a live Q&A with the Chairs and speakers during each session or will the pre-recorded presentations be simply played and run through one after the other?
A: All pre-recorded presentations have live Q&A associated with them. In most sessions, questions will be taken after each presentation, whether the presentation is broadcast live or pre-recorded.
For all sessions, speakers and chairs must attend for the whole session and be ready and able to participate in live discussion at any point.

Q: Can we use a virtual background?
A: You can use a virtual background if you feel you need to, however please ensure the virtual background is suitable for this type of event. Please be aware that occasionally, there can be some distortion to the presenter when using these.

Q: Does background and lighting matter for pre-recorded presentations?
A: Yes. Please refer to the document 'Tips for all presenters' in the Resource Centre for Speakers & Chairs

Q: How will I join the conference on the day to take part in my session?
A: Speakers and chairs in most sessions* will receive an MS Teams link to enable them to join their session.
*Journal Club speakers will receive a link to a specific area of the online platform, from where the Journal Clubs will be broadcast.

Q: When will we be sent the MS Teams link for the event day?
A: This is likely to be approximately 1 week before the event and will be sent via email from either abstracts@brit-thoracic.org.uk or cathryn@csconferences.co.uk   Please add these addresses to your 'safe senders' list.

Q: Will speakers and chairs have access to the full conference?
A: Invited Symposia speakers, Guest Lecturers, Journal Club speakers and Chairs of all types of session, will receive complimentary registration to the day of the Winter Meeting on which they are participating.
Speakers in Spoken and Poster sessions must register and pay to attend on the day of their presentation, and on the other days as well, if they wish.
A link to the online platform will be sent via email from noreply@online-event.co to all registered participants a week or so before the Meeting.

FURTHER INFORMATION

If you haven't been able to find the answer to your question, please do not hesitate to contact us, as below:

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