



BVNA Congress 2024
Friday 11th – Sunday 13th October

Guidelines for preparation of presentations

TELFORD INTERNATIONAL CENTRE
St Quentin Gate
Telford
TF3 4JH

Introduction

We look forward to welcoming you at **BVNA Congress 2024!** We're inviting all speakers to share in this year's theme of 'Progression' – with BVNA, our exhibitors and our delegates. The event promises to share three days of empowerment, inspiration and, of course, fantastic CPD with the veterinary nursing community.

Thank you for agreeing to provide a presentation at BVNA Congress. These guidelines are to help minimise potential problems during the event and further improve the experience for our delegates. Please take the time to read through the information and there is a checklist at the end of the document which we hope will be useful for you to use to ensure the final version of your presentation adheres to the guidelines.

All presentations should be well-illustrated with case examples and peer-reviewed references used where appropriate. Please provide an outline of the presentation in the introduction slide followed by the conflicts of interest declaration slide and summarise the take home messages at the end of the presentation.

Please refer to <https://bvna.org.uk/speakers/> for all supporting documentation which are included within these guidelines.

Workshops

If you are delivering a workshop, please ensure to advise us via your Speaker Agreement Form of any technical support/equipment you may need. Please note that a projector and screen will be provided as standard.

Preparation of slides

All BVNA Congress speakers **MUST** use the BVNA presentation template slides. The template has been created using Microsoft PowerPoint with the widescreen (16:9) option. It is very important that the widescreen option is used at BVNA Congress. If you have any problems using PowerPoint for your presentation, please contact Charlotte Bullard (charlotte@bvna.co.uk). The information presented should be clearly written without overcrowding the slides. Please use a sans serif font (examples include: Arial, Calibri, Lucida Sans and Tahoma) at least size 24 for the written information contained on the slides.

Conflict of interest disclosure

All speakers are asked to inform delegates at the beginning of their presentation of any potential conflicts of interests in relation to the content provided in the presentation(s). Possible conflicts would include financial interest, arrangement or affiliations with any organisation(s) and/or company in relation to information provided in your presentation. Please amend the second slide in the BVNA template presentation accordingly by deleting one of the options and if any conflicts are disclosed, please list the organisation(s) and/or companies accordingly. If you are unsure whether your arrangement(s) and/or affiliation(s) are conflicts of interest, please declare them. The purpose of this is to provide transparency for delegates who attend your presentation(s).

Photographs, diagrams, tables, drawings, graphs and charts are encouraged

Photographs, radiographs or ultrasound reproductions are permitted provided you can provide proof of copyright or permission from the copyright holder. Please ensure the image quality is of high resolution to minimise loss of clarity when projected onto a large screen.

Sending your presentation to BVNA

Please be aware that we aim for all presentations during BVNA Congress 2024 to be pre-loaded by the audio-visual team to streamline preparation for the sessions. To enable this, we require all completed PowerPoint presentations to be sent to us by no later than **9am on Monday 9th September 2024**.

Please send your presentation via email to BVNA (bvna@bvna.co.uk). If your file size is too large, you may wish to use WeTransfer (www.wetransfer.com).

Saving your presentation

As we will have already received your presentation prior to Congress, this will be provided pre-loaded to our audio-visual technicians prior to your session. However, please ensure to bring your own copies to the event in case of any technical difficulties, **or if you have made any changes to your presentation since submitting it to BVNA**.

Please save your presentation(s) (including any video files used) in two different locations which are accessible at BVNA Congress, preferably using a USB storage device and cloud storage if

possible. USB storage devices can fail or can be lost so if you do not have cloud storage, please save the presentation on two different USB storage devices. If the presentation has embedded video(s), please also save them separately on the USB storage device(s) and/or cloud storage as a precautionary measure. This way they can be reinserted into the presentation by the technicians at the venue, if they did not transfer across with the original copy of the presentation.

The checklist below is to help you prepare for your session, and includes all steps required:

- Have you notified BVNA of your plans for any interactive elements of your session (if applicable)? This could include poll questions via BVNA's Congress App.
- Have you used the BVNA slideshow template?
- Have you included the conflict of interest disclosure slide and amended the slide appropriately?
- Have you included an outline of your presentation after the conflict of interest disclosure slide?
- Are your slides in widescreen (16:9) format?
- Do you have permission to use any images and/or data contained in your presentation?
- Do you have the presentation stored in different locations? Ideally using both an USB storage device and cloud storage which will be accessible whilst you are at Congress.
- Have you saved any videos separately just in case they do not transfer across within the presentations when saved on the laptop at the venue?
- Have you summarised the take home messages at the end of the presentation?
- Have you listed the peer-reviewed articles used to develop your presentation on a further reading slide?

On behalf of the BVNA, thank you for your support of BVNA Congress 2024. Should you have any queries, please do not hesitate to contact:

- Charlotte Bullard – Learning, Development & Communications Manager
charlotte@bvna.co.uk