

British Thoracic Society Winter Meeting Online: 1th – 19th February 2021
BRIEFING NOTES FOR SYMPOSIA, GUEST LECTURES, INVITED SPEAKERS AND ALL SESSION CHAIRS

The following outlines key dates and important information about your involvement in the Winter Meeting.

Please note that **all speakers** will need to submit content in advance and by the dates below. Invited speakers may choose whether to pre-record or present live, but we do need to know this in advance. Please confirm your presentation choice via email to: cathryn@csconferences.co.uk by **20th January**.

IMPORTANT SUBMISSION DATES

Pre-recorded Content Submission: **Wednesday 20th January** at the absolute latest.

Live Presentation PowerPoint Slide Deck Submission: **Friday 29th January** at the absolute latest.

Live and pre-recorded invited speakers' presentation files should be saved by the presenter's surname, session title and day of presentation:

eg: Sapey_DrugRepurposingandTargetRefinement_Wednesday

And uploaded by the above dates here: <https://presentation-uploads.web.app/bts/>

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. A guide to recording is available via our Resource Centre. Your presentation should have a maximum file size of 1GB.

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. The PowerPoint will be run from the production team's computers and a slide advance app (OctoCue) will be available for speakers to control their slides (we will not be allowing speakers to share their own screens).

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

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 page here: <https://www.brit-thoracic.org.uk/education-and-events/winter-meeting-online/resource-centre-speakers-and-chairs/>

SPEAKER COACHING 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 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.

For those pre-recording their presentations:

This session was held on 6th January and a recording of the session is available here:

<https://vimeo.com/user/122954910/folder/3156188> and the slide deck is here: <https://www.brit-thoracic.org.uk/media/455334/speaker-coaching-call-6-jan-2021.pdf>

For those giving live presentations:

Monday 25th January at 16:00 – 16:30

[https://zoom.us/meeting/register/tJMsc-mspzotHNfE5eNYAfdkaAQxj4TKahTZ](https://zoom.us/join/zoom/register/tJMsc-mspzotHNfE5eNYAfdkaAQxj4TKahTZ)

Or

Tuesday 26th January at 10:00 – 10:30

[https://zoom.us/meeting/register/tJMpc-yspjkqGt0KjY8vYpDOCutsVNsNPiGQ](https://zoom.us/join/zoom/register/tJMpc-yspjkqGt0KjY8vYpDOCutsVNsNPiGQ)

On demand coaching session recordings will be available after each call.

Pre-event Technical Session Setup – All Speakers & Chairs

Monday 8th OR Tuesday 9th OR Wednesday 10th February

Our production team from ETM have allocated three days for these setup calls and BTS will be providing a specific date and time for your individual session. The reason for this session is to bring all contributors together to run through 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. Please use the same device, connection and, if possible, be in the same location as you plan to be for the live event.

PRODUCTION & CONTENT

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.

Guest Lectures and Symposia

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 at the end of each session.

Questions will be submitted by attendees via the virtual event platform and gathered by the session chair/s 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.**

Chairs of All Sessions

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 and video tutorial will be available separately.

Spoken session chairs – all presentations in spoken sessions will be pre-recorded, with live Q&A at the end of each session.

Poster session chairs – all poster presentations will be pre-recorded and must be viewed prior to the programmed live poster Q&A session time. Poster presenters will join the Q&A live session to answer questions.

As part of the programme there are a few sessions which involve a small number of people. If you are involved in the Daily Preview, Twilight Highlights and Journal Clubs, please read the following information.

DAILY PREVIEWS

Daily Previews will be delivered as pre-recorded video pieces on the virtual event platform. Presenters should record their presentation as outlined above and submit to the upload site by **Wednesday 20th January** at the absolute latest. There will be no need for Daily Preview speakers to attend the technical setup sessions.

TWILIGHT HIGHLIGHTS

We will be using Microsoft Teams to produce the content for the Twilight Highlights, which will be streamed out live to attendees from our studio, via our virtual event platform. Each session will be supported by our production team, allowing the panel to concentrate on the delivery of their discussion. These sessions will be a panel discussion with no PowerPoint slides, therefore we do not require any content from you in advance.

JOURNAL CLUBS

The Journal Clubs will be delivered as **live discussion forums** as part of the virtual event platform. Journal Club presenters will need to upload their PowerPoint slides in advance, as outlined above and by the deadline date. You will, however, receive a separate email with details for a pre-event coaching call. Each session will be supported by our production team, allowing you to concentrate on the delivery of the presentation and discussion. The technical setup session for Journal Club presenters only will be on 11th February from 10:00-11:00.

ON THE EVENT DAY

All Speakers and Chairs should be available online **1 hour** prior to their session going live for setup. Further details will be provided nearer the time.

CONTACT DETAILS

BTS – for general conference information and abstract speaker queries

abstracts@brit-thoracic.org.uk

bookings@brit-thoracic.org.uk

bts@brit-thoracic.org.uk

BTS – for presentation upload advice and queries

presentations@brit-thoracic.org.uk

BTS – for specific symposia speaker queries

Cathryn Stokes: cathryn@csconferences.co.uk

ETM Productions – for technical assistance and queries

bts@etmproductions.com