British Thoracic Society Winter Meeting Online: 17th – 19th February 2021
BRIEFING NOTES FOR SPOKEN & POSTER ABSTRACT PRESENTERS

The following outlines key dates and important information for abstract presenters. You will find specific information relevant to your presentation in this document.

All Spoken and Poster presentations must be pre-recorded.

IMPORTANT DEADLINE DATE
Pre-recorded Content Submission: Wednesday 20th January at the absolute latest to:
https://presentation-uploads.web.app/bts/

Pre-recorded Spoken and Poster presentation files should be saved by the 'S', 'L', 'T' or 'P' reference letter and number, plus the speaker's surname and day of presentation.
eg: *S7_Turner_Wednesday*

A PDF of electronic posters should be saved by the 'P' reference letter and number, plus the speakers surname and day of presentation.
eg: *P123_Millar_Thursday*

A resource centre has been established on our website. This page has all the up-to-date information you will need:
https://www.brit-thoracic.org.uk/education-and-events/winter-meeting-online/resource-centre-speakers-and-chairs/

SPEAKER COACHING & TECHNICAL SESSIONS
There are sessions designed to ensure you are familiar with the technology and feel confident to produce your presentation. We really do recommend you attend a session. They will be run by our platform partners ETM.

Speaker/Abstract Presenters Coaching Session – for pre-recorded presentations
This session was held on 6th January and a recording of the session, plus the slide deck, is available here: https://vimeo.com/user/122954910/folder/3156188 and here: https://www.brit-thoracic.org.uk/media/455334/speaker-coaching-call-6-jan-2021.pdf

Pre-event Technical Session Setup
Monday 8th, 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 individual sessions, for all speakers and chairs in Spoken Sessions and for chairs only in Poster Sessions.
The aim of these technical setup sessions is to bring 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.
Spoken abstract presenters and Spoken and Poster session chairs 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.
The technical setup session won't be needed for Poster Presenters, as, apart from the Live Q&A sessions, the rest of the Poster content will be available on demand only.

ON THE EVENT DAY
All speakers and chairs should be available **1 hour** prior to your session going live for setup. Further details will be provided nearer the time.

PRODUCTION & 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 our online event platform.

Spoken Sessions (T, S or L abstract numbers)

All Spoken Sessions will be delivered as pre-recorded video files on the virtual event platform "as live" along with live introductions and moderation from chairs.

Pre-recorded presentations should be accompanied by PowerPoint 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.
We will also accept PowerPoint presentations of the abstract with a voiceover, although video is preferred.
You may use your own PowerPoint template and we recommend using the widescreen (16:9) format. We can accept a maximum file size of 1GB.

Your pre-recorded presentation for a **spoken abstract** should last no longer than **10 minutes.**
Deadline for submission is **Wednesday 20th January.**

Session chairs will gather questions for the live Q&A between chairs and all presenters from that session. The Q& A will take place at the end of each session, and all presenters in the session must attend the whole session and participate in the Q&A.

Poster Presentations (P abstract numbers)

All Posters will be delivered as pre-recorded video files on the virtual event platform and will be available to view on demand on the day programmed.

Pre-recorded presentations may be accompanied by PowerPoint 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.
We will also accept PowerPoint presentations of the abstract with a voiceover, although video is preferred.
You may use your own PowerPoint template and we recommend using the widescreen (16:9) format. We can accept a maximum file size of 1GB.

Your pre-recorded video for a **poster abstract** should last no longer than **2 minutes**.

Please also provide a PDF of your poster, which will be uploaded to the platform for attendee download. We suggest this is produced as a single PowerPoint slide in widescreen format (16:9) and saved as a PDF.

Deadline for submission of both the pre-recording and poster PDF is **Wednesday 20th January.**

Delegates will view the on-demand recordings prior to joining the Poster Q&A discussion sessions, which will be broadcast live at the times detailed in the programme. Questions will be submitted by attendees via the virtual event platform throughout the day and during the live session. The sessions chairs will gather the questions ready for the live Q&A, and all poster presenters in the session must attend and participate in the live Q&A.

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