

**BSSH AUTUMN SCIENTIFIC MEETING
15TH & 16TH OCTOBER 2015
ONE GREAT GEORGE STREET, LONDON**

Please refer to the attached programme for the date, time and length of your presentation.

The speaker's first concern is obviously to get the message over. You can also improve the discussion by prior communications with the Chairmen of the session.

- 1) You should contact the Chairmen prior to the session commencing and give them some idea of any contentious points that may emerge for discussion. You may tell the Chairmen of some points which you plan to leave out of your presentation but would like brought up in discussion – either by the Chairman or by other members of the audience by pre-arrangement.
- 2) Practice before an audience, if possible, especially to adjust timing.
- 3) Before the session, you should acquaint yourself with the audio-visual arrangements.
- 4) Time-keeping will be strict. The speaker will be warned by the Chairmen (by hand signal or warning light, if available) when he has 1 minute left. If he over-runs, another signal will be given and, if necessary, the Chairmen will come over to speak to the speaker. Finally, the AV will be switched off.
- 5) Technique of presentation is obviously a personal matter but some guidelines which are usually applicable are:
 1. Introduce your paper by talking to the audience directly. This helps establish rapport before the lights go out and the presentation commences.
 2. Avoid reading if at all possible. Use brief notes if absolutely necessary.
 3. Speak slowly and distinctly.
 4. Use as few slides as possible. Printed slides should contain few words and diagrams should be simple. Explain where necessary and give time for the audience to get the message. Clinical slides should be of good quality and should make a point. If double projection is used, use only where helpful to show different views, pre- and post-operative pictures or diagrams to explain clinical slides on the other screen.
 5. Make sure that the main conclusion is emphasised.
- 6) In discussion remember exactly what is being asked (making notes if necessary) and answer the question directly. Do not make extra points unless discussion is floundering and then only through the Chairmen.
- 7) Senior authors should be present when papers are being presented.