Guidelines for the Submission of Workshops for the Annual BACCN Conference

Notes for presenting WORKSHOP sessions

We hope that these notes will help you and the audience to get the most out of your presentation. Delegates at previous conferences tell us that a successful session consists of:

- Clear and concise session that includes short talks, illustrated with well prepared, easily visible visual aids
- Workshops should have some facilitation and participative activities
- Signposting or an indication of issues for further research and debate
- Time for discussion

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HOW YOUR SESSION WILL BE ORGANISED
Don't forget that workshops should be **interactive** for delegates. This can be through organising Q&A after an AV clip, quizzes, games or other activities interspersed throughout a presentation.

Timings: Please note that the time slot for your workshop is 1 hour long. Please adhere to this - the Chair will be under strict instructions to keep to time.
Please refer to the accompanying email which confirms the date and time of the session in which your paper is to be presented.

SIZE & NATURE OF WORKSHOP SESSIONS
You will be in a room that allows for dialogue to occur more easily, with an audience of 20-40 delegates. The layout will be what is known as cabaret style (with tables seating 4-8 people) – this can be changed if requested to the conference team by **4 weeks prior to conference**. Please note there will be several concurrent sessions at the same time therefore attendance numbers will be variable. While we encourage delegates to remain in the same room for the full session, some will inevitably want to hear papers in other sessions so there may be some movement during your session, however the chair will ensure there is as little disruption as possible.

Presenters are also asked to bear in mind that the audience may include hard of hearing delegates and that every effort should be made to enable their full participation.

GENERAL PRESENTATION ADVICE
Some tips:
- Try to emphasise the key elements of your paper and the topics to be raised for debate
- Take time to rehearse your workshop, preferably in front of a colleague
- Bear in mind that delivery always takes longer when using visual aids with an audience
- It is important to read out the key points of each visual aid – most delegates find this helpful.
- Check and time your AV clips and games or activities you have planned
- Using handouts (see below) may save you time for dense text on theory because you can leave background information out of your workshop presentation.

PREPARING HANDOUTS
Handouts are encouraged as they allow delegates to concentrate on your talk, eliminate the need to take detailed notes and provide a permanent record to take away and share with colleagues.

Handouts should include:
- Your contact details
- More information than is available in the printed abstract
- Copies of your visual aids.

If you wish to use handouts, the responsibility for copying them remains with the speaker, as photocopying is NOT available on-site.

PREPARING VISUAL AIDS
With all visual aids, it helps to remember the basic rules:
- Choose them for what they will show, not what they will say
- Keep them simple – each visual should convey only basic ideas
- Display text as bullet points – but not more than four bullet points per visual, and generally no more than four words to a bullet
- Use more than one colour if possible. The best colours to use are a medium blue background with yellow or white lettering
- Try reading your visuals from a distance of 20 ft to check that delegates can read them from the back
- Charts and graphs can be very helpful, but:
  - Don't forget to label the trend lines, as well as the horizontal and vertical axis
  - To assist clarity, state briefly what conclusions can be drawn from each chart

EQUIPMENT
Each room will be equipped with a laptop and data projector for PowerPoint presentations. Presenters are encouraged to use the PowerPoint facility. **If you require any other audiovisual equipment, you must inform us two weeks prior to conference in order for us to arrange it.**

Presentation computers will run Windows 2000 / Windows XP, with MS Office 2000 / MS Office XP. These can accommodate all prior versions of PowerPoint.

All presenters using PowerPoint are also asked to **email a copy of their presentation** to info@baccnconference.org.uk by **the deadline communicated to you by email,** so that all files can be preloaded and in the meeting room ready for presentation. If we have not acknowledged receipt of your presentation within 3 days, we may not have received it therefore please contact the conference office. It is also essential that you bring a back up disc, CD Rom or memory stick to the conference.

LOCATION OF WORKSHOP SESSIONS
All the concurrent sessions will be held in various breakout rooms within the conference venue. Upon arrival, please collect your name badge and delegate pack from the Registration Desk in the foyer area. Conference stewards will then show you to your breakout room and introduce you to the AV team.

SPEAKERS PREPARATION WITH TECHNICIAN
You should go to your allocated room during a break prior to your session to check that your presentation is loaded onto the laptop and to run through your presentation with the technician.

SESSION CHAIRS
Each session will have a Chair whose role will include introducing workshop leaders, encouraging discussion and keeping each session to time.

PRIZES
All free papers are judged and a prize for the best workshop/simulation lab will be awarded at Conference Close.

Best wishes for a successful presentation from the Conference Organising Committee!