

Symposium guidelines

If you are presenting at the conference please take a few minutes to read the below to ensure you understand what is required of you and that you get the very best out of your time.

Conference programme

Alterations may be made to the programme affecting the time and location of sessions. To keep up-to-date with developments within the conference programme, we suggest that you check the conference website regularly: <http://www.rcn.org.uk/ED24>

Registration

All presenters need to register for the conference in order to be eligible to present. As the main presenter you are responsible for co-ordinating the registration of your co-presenters in addition to yourself. Symposium submissions make one presenter and one co-presenter per paper eligible for the presenter rate up to a maximum of 6 presenters. Those not registered by **19 February 2024** are at risk of having their session removed from the programme.

Symposia

Each symposia is between 60 and 90 minutes in length and would typically have between 3 and 5 papers. We suggest agreeing presentation timings for each paper with your fellow presenters in advance ensuring you leave around 5minutes for discussion for each paper.

Please ensure that you keep to time and do not over-run as this is discourteous both to delegates wishing to move to their next session and to speakers following you. A chair will be allocated to each room to ensure you keep to time, please arrive a few minutes early to ensure your presentation has been loaded, familiarise yourself with the room and introduce yourself to the chair.

When preparing your presentation and slides please remember this is an international audience so keep language clear and concise, use a minimum font size of 24, avoiding unnecessary italics and animations. The best presentations are usually the simplest. Practice your presentation and ensure you keep to time.

AV requirements

Standard equipment of laptop, data projector, screen and internet connection will be available in all conference rooms.

If you require any additional equipment please contact us and we will do our best to accommodate your request. Email education@rcn.org.uk to discuss further.

Presentation

You may email your PowerPoint presentation in advance of the event (please only send final versions in advance) to education@rcn.org.uk; please ensure you include the abstract reference number. If your presentation exceeds 10MB you will be unable to submit this in advance. You MUST bring a copy of your presentation on a USB stick.

On the morning of your session, please report to the speaker point to check/hand in your presentation. AV Technicians will be onsite at all times.

To facilitate further learning the RCN Education Forum will make a copy of your presentation slides available via the website as a secure PDF file if you have given consent in your abstract submission form to do this

If you have any queries, not answered here please get in touch via education@rcn.org.uk always quoting your abstract reference number for a response.