

British Society of Gerontology

50th Annual Conference, 7 – 9 July 2021, Lancaster, United Kingdom

Guidelines for Oral Presenters (Online)

Presentation timeslots

For individual paper presentations, each paper will have up to 12 minutes to present and should leave at least 3 minutes for questions. There are four papers allocated to each 60-minute parallel session. We request that presenters keep to time to ensure all papers get their allocated time.

For Symposia, the Symposia convenors are at liberty to organise their 60 minutes as they wish. Suggested timings are as follows:

- Symposia with 5 papers: each paper should present for 10 mins, with 10 mins left for discussion (60 mins total).
- Symposia with 4 papers: each paper should present for 12 mins, with 12 mins left for discussion (60 mins total).
- Symposia with 3 papers: each paper should present for 15 mins, with 15 mins for discussion (60 mins total).

Submitting your presentation

All presentations must be emailed to the Lancaster Chair of your session by Wednesday 23 June. This is in case of technical issues on the day only – you are still expected to share your presentation online yourself at the live event. Please use the accompanying information, including email addresses, to identify your session chair. It is your responsibility to contact them as they will not have your email address until you provide them with it.

Delivering your presentation

It is your responsibility to be prepared for your online session in advance of your designated time slot. All presentations must be made within the allotted time. Please be respectful and do not impact the time of other presenters. Each session has a Chair who has ultimate responsibility for ensuring the whole session runs to time, and an assistant to support online delivery.

Standard Equipment

All online presentations will be via Microsoft Teams We recommend that your presentation is compatible with Microsoft Office 2010 and in a 16 x 9 format (e.g. normal powerpoint).

Further technical guidelines will be sent out nearer the conference.