

SARS ANNUAL MEETING 2017

Rules for authors presenting at the SARS Annual meeting

The presentation must not deviate from the abstract submitted.

In order to present your abstract you must register for the meeting. Registration opens on 1st November 2016 is on line at https://www.regonline.co.uk/SARS_Dublin2017. Early bird rates are available until 30th November 2016, and fees are further discounted for SARS members. On line registration closes at 8.00am on Monday 16th January 2017. It will then be possible to register on arrival at the meeting, but a £25 surcharge per delegate will be applied to the registration fee.

The times allowed for each of the oral presentations are listed below. If you submitted more than one abstract, please check the abstract title and session name on your notification email.

Patey Prize session:

7 minutes for presentation + 3 minutes for discussion

All other oral presentations:

5 minutes for presentation + 2 minutes for discussion

Please note: The moderators will stop the presentation once the allocated time has elapsed.

AV instructions

Your presentation will need to be uploaded at the venue **at least an hour in advance of the start time of the session**. Please ensure you arrive in plenty of time in advance of your session to upload your presentation.

All versions of Microsoft Power Point are supported, up to Office 2010. Conventional Windows fonts should be used. There are only PC laptops and no Macs in the Lecture theatres and training room.

To upload your presentation you must bring your presentation with you on a USB stick. Please ensure that your presentation is uploaded **at least an hour before the start time of your session**. If you are presenting in one of the early morning sessions, please allow plenty of time as this is when it will be busiest, and ensure that your presentation is uploaded between 07.45am and 09.00am.

Posters

Poster judging will take place between 13.00 and 14.00pm on Wednesday 18th January and you will be required to stand by your poster during this time. Posters will need to be **portrait, size A0 (W:84.1cm X H:118.9cm)** and brought with you to the meeting and set up during the morning of 18 January

If you have any queries about these instructions please contact:

Rebecca Tyler

SARS Administrator

rt Tyler@rcseng.ac.uk

0207 869 6625