

**Oxford Global  
Health and  
Bioethics  
International  
Conference**  
26-27 June 2023



## Guidelines for Presenters

### Guidance for Oral Presentations – In Person

- Each presenter will have 25 minutes available, and we suggest a presentation of 15 minutes with 10 minutes for Q&A.
- Most sessions will include three oral presentations and last for 75 minutes.
- Please bring your presentation slides, on a USB stick, to the room your presentation is scheduled to take place in, **before 8.45am** on the day of your presentation. You will then be able to save your presentation onto a conference laptop. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.
- You are also invited to make a pre-record of your presentation, to be uploaded onto the online conference portal. This will be available to conference delegates only, after the conference ends. By submitting a recording, your presentation will be available to people attending online and also by people attending in-person who were not able to make your session. If you would like to make a recording please email [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk) for more details.

### Guidance for Oral Presentations – Online

- Each presenter will have 25 minutes available, and we suggest a presentation of 15 minutes with 10 minutes for Q&A.
- Most sessions will include three oral presentations and last for 75 minutes. The sessions will be organised to work for a combination of time zones of the presenters.
- Online sessions will be delivered via zoom – the zoom link for your session will be emailed to you one week before the conference.
- You will be responsible for sharing your presentation, via the share screen function on Zoom. If you are concerned about internet access and would like to pre-record your presentation, please get in touch ASAP.
- Online sessions will be recorded and will be added to the conference online portal – viewable to conference delegates only. If you would not like the recording of your presentation shared on the conference online portal please email [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk) to advise us.

## Guidance for Lightning Talk Presenters

- These interactive sessions will last 75 minutes and will feature up to 5 individual lightning talks, followed by a facilitated Q&A/discussion with presenters and session participants.
- Each individual Lightning Talk should last no more than 5 minutes.
- You may use slides to accompany your Lightning Talk presentation, although slides are not compulsory. If you do have slides you need to bring them to your session room on a USB stick before 8.45am on the day of your session. For any Mac users please be aware that the laptops at the conference venue are Windows laptops.
- Each Lightning Session will have a chair who will introduce the talks, keep speakers to time and facilitate the discussion.
- Before the end of May we will let you know of the other speakers in your session and the chair for your session.

## Guidance for Poster Presenters

Instructions for uploading your poster to the Online Conference Portal:

- Log in to Oxford Abstracts website using the email address you submitted your poster abstract with: [Oxford Abstracts](#)
- Scroll down to the 'Submission' box
- Select edit – this will open your submission in a new page
- Check your abstract, author and affiliation details – and make any updates or corrections
- Scroll down to 'Poster Upload test'
- Select 'Chose file' – and select your poster file. It must be saved as a pdf, be a single page and the file can be no larger than 10mb
- If you have a video or other associated resource, you can add this into the 'poster presentation link' box
- Add up to three key words that relate to the topic of your poster
- Click 'Submit'

## Questions

If you have any questions please contact: [conference@ethox.ox.ac.uk](mailto:conference@ethox.ox.ac.uk)