



Instructions and FAQs for Free Paper presentations:

- You must be registered for the conference by 11th August. If you have not registered by this date we will give your presentation slot to someone else. If you are no longer able to attend please let us know as soon as possible.
- Free papers are presented on the Thursday and Friday of the conference. You will be allocated a specific presentation slot by BAPM. If you cannot do this presentation slot it may be possible to switch you to another day
- Your presentation slot will last 13 minutes in total. This is 10 minutes presentation time and 3 minutes question time. It is important that you keep to time for the smooth running of the programme and so that the audience is able to ask questions about your work. Rehearse in advance of the conference so that you can make adjustments to your presentation should you find it longer than expected.
- A good rule of thumb is to have as many slides as you have minutes, i.e. 10 slides. If the number of your slides is greatly in excess of this, expect a member of the conference faculty to contact you beforehand to discuss timekeeping.
- Please use the headings included in the abstract guidance (aims, methods, results, conclusions) and for QI presentations please use the [SQUIRE guidelines](#).
- Please email your slides to kate.dinwiddy@rcpch.ac.uk by 4pm on Monday, 9th September. The maximum size of email that can be received is 10 MB. If your presentation is in excess of this please compress any photos/pictures to a smaller size and save again.
- Please note the general BAPM inbox may not be checked regularly during the week of the conference. If you have any problems in advance of the conference please email Kate on the email address above.
- Please make yourself known as a presenter to BAPM staff at the BAPM registration desk when you arrive.
- As a free paper presenter you will not need to create a poster.

Prizes:

There are prizes awarded for the best free paper and for the best poster presentation at the BAPM conference. The decision of the judges is final. These prizes will be awarded at the end of the conference on Friday.

Good luck and please enjoy the conference.