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Guidance and Requirements **for Keynote and Plenary Speakers**

If you have received this document by email, please note this may be subject to change. Updated guidance can be found at www.britspine.com/speaker-guidance

Thank you for agreeing to be involved in BritSpine 2021 conference and exhibition, which is being held virtually for the first time ever on 10-12 March 2021. We really do hope that this will be a very engaging and informative conference for all who are attending, you will be an integral part in providing session content during the educational programme.

You should have been contacted by your nominated representative on the Organising Committee on the specifics of your sessions including the title of any talks of keynote or plenary sessions, and a request to have any talks pre-recorded.

This document is a short guide on the following:

- Pre-recording of talks and technical requirements
- Sending the recording and other required information to the organisers
- Registering for BritSpine 2021
- Accessing BritSpine sessions as a presenter/speaker

If you have any further queries or concerns, then please get in touch as soon as possible with either:

- Your nominated representative on the Organising Committee
- Henry Dodds, UKSSB Executive Assistant – ukssb@boa.ac.uk
- Laura Nason, Events Manager at Archer Yates – britspine@archer-yates.co.uk

Pre-recording of talks and technical requirements

With online and virtual meetings, technology and presenting from a home/office environment can be a barrier to providing a fluid experience for speakers and delegates alike. Sometimes broadband signal cuts out mid-talk, microphones refuse to work, or children/pets come and want to be involved with what you are doing!

To avoid any issues that may occur on the day we are asking all speakers to pre-record their talks before the event so this can run uninterrupted in the allocated sessions (we would still request that you attend for live Questions and Answers from delegates)

Requirements for pre-recorded files:

- 1. File recording length must be at (or below) the length of time you have been asked to speak for.**
(For example) if you have been asked for a 20 minute talk, please do not provide talks longer than this as your video may be prematurely cut off. If your talk is shorter than expected, please let us know as soon as possible so this can be taken into consideration for the session. It is recommended to complete a test-run to ensure your talk is to time.
- 2. Please ensure your file is playable, clear and you and your presentation can be seen and heard on the recording.**
We advise you run a short test of a couple of minutes before attempting to record a full presentation to ensure you are happy with how your talk is presented, that you can be seen and heard clearly.
- 3. File format will need to be provided in .mp4 or .mov**
Unfortunately we will be unable to accept other file formats such as .key, .avi or .wmv as they may not be compatible with the event software.
- 4. Files will need to be provided to the organisers by midday (GMT) on Monday 1st March 2021**
This is so we can ensure the files are uploaded to the system ready for your sessions.

Recording your talk:

There are many ways of recording a talk, and you are able to use any service is best for you to record, but we would recommend recording using **Zoom** (www.Zoom.us). I am sure many are aware of this technology over the past year, but below are a few hints and tips on how to get the best out of the software.

Zoom is software which allows for video meetings for up to 40 minutes on a free licence. It also allows for you to screen-share presentations, whilst also allowing you to be seen and heard, and crucially can record this presentation to your computer. Guidance on how to download, run and record zoom can be found at <https://support.zoom.us>, specifically:

Getting Started Guide: <https://support.zoom.us/hc/en-us/articles/360034967471-Getting-started-guide-for-new-users>

How to record a meeting: <https://support.zoom.us/hc/en-us/articles/201362473-Local-recording>

If you need further assistance on the topic of recording talks, please get in contact with us as soon as possible.

Sending the recording and other required information to the organisers

Once you have your video file (.mp4 or .mov format) ready to send, please label this talk clearly with your name and time slot, and you will need to send the following over to Henry Dodds at ukssb@boa.ac.uk by midday (GMT) on Monday 1st March 2021:

- **Your pre-recorded video file**
- **Your Full Name** including title/prefix (*Dr, Prof, Mr, Mrs etc*) and any post-nominal letters you wish to include
- **A headshot/picture of yourself** (.jpg/.png files accepted)
- **A short biography** (*maximum of 250 words*)

The video file will most probably be too large to send over email, so we recommend the following file transfer methods:

- **WeTransfer** - <https://wetransfer.com/> - website able to send files up to 2GB without registration or cost
- **Google Drive** - <https://drive.google.com/> - free for Gmail users to add files and share with links
- **Dropbox Basic** - <https://www.dropbox.com/basic> - free registration to store and send files

**Please note, some NHS systems do not allow for some services to be used. If you use NHS systems, please check with your administrators if you have any local issues.*

Registering for BritSpine 2021

As a speaker, we would require you to register for BritSpine. Registration can be found at www.BritSpine.com/registration, with discounted registrations for BASS, BSS, SBPR, BASICS and NBP-CN society members, AHPs, researchers and medical students.

Accessing BritSpine sessions as a presenter

BritSpine are using the online conference platform iVent to run the educational conference, exhibition and all of the sessions you will be participating in. The section of the platform for the sessions are called the "Collaboration Spaces". These are very much like Zoom or Microsoft Teams meeting rooms/webinars and can be accessed as delegates through the main registration login. For the sessions you have been invited to speak, you will be sent a separate link which allows you to use your webcam and microphone in the session and all submitted videos will be pre-uploaded into the system for you.

We will be looking to hold a meeting a couple of weeks before the conference which we can walk all speakers and moderators through the system so there are no nasty surprises on the day. Please keep an eye on your inboxes for this invitation. This meeting will be recorded and sent to you, so if you cannot make the specific day/time we will be running this you will not miss out and be able to review at your leisure.

iVent also provide a wealth of information on how their system works at <https://support.ivent-hq.com/> and we encourage you to browse this before the event.

If you have any questions or queries, please do get in contact with us.