



Presenter Guidelines

CSP Annual Conference 2024

Contents

1.0	What to Expect at CSP Annual Conference 2024	3
2.0	Presentations	3
2.1	Creating your presentation.....	3
2.2	Naming and submitting your presentation.....	4
3.0	Promoting Your Session	4
4.0	Planning Your Trip	4
4.1	On the day – Principal Conference	4
4.2	On the day – Student conference	5
5.0	Questions	5

1.0 What to Expect at CSP Annual Conference 2024

The CSP Annual Conference 2024 is a UK-wide three-day hybrid conference, held in Manchester Convention Centre. Thursday 10 October is the student conference, open to physiotherapy students, and Friday 11 – Saturday 12 October is the principal conference, open to all.

We will have in-person delegates who will have access to all rooms and areas of the conference including the exhibition and poster halls. Online delegates attending the principal conference will be able to access four of the rooms – the main auditorium, and Charter 1, 2 and 3. The conference programme will show which room your session is in and is available on the [conference webpage](#).

Online delegates attending the student conference will have access to all conference content as the main conference room (Charter 1) will be streamed live.

2.0 Presentations

We recommend that you rehearse and time your presentation to ensure we keep to time on the day. Please consider the time you have been allocated when creating your presentation and the number of slides you will be using.

2.1 Creating your presentation

When creating your presentation, please consider the following:

- Your session type – E.g. Rapid 5 presenters must not have more than six slides, consisting of your title slide plus five content slides.
- Presentation title – if you submitted an abstract, the presentation title **MUST** match your initial submission title.
- Software – Presentation software supported will be Microsoft PowerPoint for Windows or Apple.
- Consistency – you may wish to use our optional template which you can download from our [presenter webpage](#), or have design consistency across your presentation, even if bringing together elements from different speakers
- Accessibility – consider how your presentation may be viewed by both the in-person and online audience.
 - Fonts: sans serif fonts such as Ariel are easier to read. Titles should be minimum 32 pts, and text minimum 24 pts. Do not use multiple fonts or many font sizes.
 - Contrast: Ensure there is good contrast between the background and text.
 - Images, tables etc. should be high quality
 - Background images can be used, but not if legibility is impacted.
 - Your slides should be clear and not too full.
- Videos and audio – do not include video or audio if you are presenting a rapid 5 or Platform. If using a short video or audio file as a keynote speaker, please

embed it into your presentation and check the image and sound. Please also upload the video/ audio file along with your presentation. The only video formats permitted are .wmv, .mpeg and .mov

- Copyright – please only use images etc. you have the permission to.

2.2 Naming and submitting your presentation

Name your presentation using the following format:

Day of presentation – Session ID and/or title – Initial and Last name of Speaker. This will enable us to identify your presentation.

E.g. Friday A1: The Future Physiotherapy Workforce Y.Edwards

Click the link below to upload your presentation to our online system. Please note that your presentation **MUST** be submitted by the relevant deadline.

[Presentation upload link](#)

Deadlines:

- 15 September at Midday (student conference)
- 22 September at Midday (principal conference)

3.0 Promoting Your Session

As the programme for our annual scientific conference is large, you may wish to promote your session and give delegates a flavour of what they can expect to get out of it. You can do this via your networks, mailing lists and social media using #Physio24. We have found that short videos to promote sessions have been successful in the past and can be shared on X, Linked In and Instagram.

4.0 Planning Your Trip

We recommend that you arrange travel and accommodation in advance; this is not paid for by the CSP. There are a range of accommodation options [here](#).

If you have any accessibility requirements, please let us know so that we can provide what you need. We aim to ensure that all presenters feel comfortable, confident and supported.

4.1 On the day – Principal Conference

Please arrive at least **2 hours** before your session (or 30 minutes if your session is the first of the day). Register and collect your badge from the welcome desk.

4.1.1 Speaker preview room

Please then go to speaker preview room (Charter 4). You will need to sign-in with a member of staff, and then confirm your presentation with a technician. At this stage, it is possible to make small last-minute edits, but please keep these to a minimum as other speakers will also need to confirm their presentations.

You can also use this room to meet with other speakers in your session.

4.1.1 IT/AV Set Up

The IT/AV set-up is very similar in each room. Your presentation will come from a laptop (PC) run by a ClarkEventsAV technician at the back of the room. You will not be able to use your own laptop.

Your presentation will be shown on a screen behind you and on a small comfort monitor in front of you. You will not have access to any presentation notes, so please bring any that you may need. You will have a microphone and clicker to move through the slides.

4.2 On the day – Student conference

Please arrive at least 45 minutes before your session (or 30 minutes if your session is the first of the day). Register and collect your badge from the welcome desk.

There is no speaker preview room at the student conference so you will need to upload and submit your FINAL presentation to the online system by the deadline: 15 September 2024 Midday.

Please note that this means that last minute changes to presentations will not be possible.

4.2.1 IT/AV Set Up

The IT/AV set-up is very similar in each room. Your presentation will come from a laptop (PC) run by a ClarkEventsAV technician at the back of the room. You will not be able to use your own laptop.

Your presentation will be shown on a screen behind you and on a small comfort monitor in front of you. You will not have access to any presentation notes, so please bring any that you may need. You will have a microphone and clicker to move through the slides.

5.0 Questions

Please check our dedicated [presenter webpage](#) for any questions you may have.

We can also be contacted by email at Conference@csp.org.uk .

In case of any travel delays or emergencies on the day, please call us on 07870364637.