CONCURRENT SESSION PRESENTER GUIDELINES

Thank you for agreeing to speak at the RCGP Annual Primary Care Conference & Exhibition 2019, taking place on 24-26 October 2019 at the ACC, Liverpool. Please find attached all the information you need in preparation for the day.

PRIMARY CONTACTS

Operations & Attendance: Event Team rcgp.speakers@haymarket.com
Session Content: Colin Cooper colin.cooper@haymarket.com

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DEADLINES

Monday 1st April	Confirm acceptance of invitation
Friday 19th April	Complete and submit form with confirmed list of speakers
Monday 24 June	Deadline for all speakers to register
Monday 24 June	Upload biography and photo (see information below)
Monday 2 September	Confirm use of Sli.do (see information below)
Friday 27 September	Provide Sli.do questions for polls with a copy of your presentation

PRE-EVENT

REGISTRATION
You will receive an email on 1st April inviting you to register for the event from
rcgp.speakers@haymarket.com.

This email contains a unique link to your registration record. If you do not have a copy of this email, and have not yet registered for the event, please email rcgp.speakers@haymarket.com so the email can be resent to you.

When registering you have the option to attend free of charge on the day that you are speaking, or purchase a reduced priced ticket for the full conference for £150+VAT. You can amend your registration at any time to upgrade to the full conference pass.

FUNDED SPEAKER PACKAGE POLICY
The below package outlines the standard speaker package for funded concurrent session speakers. If your package varies, this will have been confirmed in writing via email.

1. Delegate Tickets
Speakers will be provided with a complimentary delegate ticket for the day that they are speaking. Speakers wishing to attend the full conference can do so at a greatly reduced rate of £150 + VAT for the remaining 2 days. Speakers can upgrade to a 3 day pass by following the link on their registration invitation and selecting the option to upgrade to a 3 day pass.

2. Travel & Accommodation
Speakers can be reimbursed up to a maximum of £150 for their travel and accommodation as outlined below. All items of expenses must be supported by receipts.

Rail fare
Reimbursement may be claimed for the actual cost of rail fare. Please use the cheapest ticket available and book in advance where possible to take advantage of Apex fares. No first class or overnight sleeper rail fare will be reimbursed. Wherever possible (particularly when business has an agreed start and finish time) an Apex fare should be arranged. Note that all travel on the Heathrow, Gatwick and Stansted expresses will only be reimbursed at the economy rate.

Air fare
Reimbursement may be claimed for the most economical airfare where this is the only practical means of transport, where possible Apex fares. If airlines make no refund in the event of such tickets not being used (i.e. if an event is cancelled), the Conference will make the refund. It is anticipated that where meetings have a definitive start and finish time, an Apex ticket should be purchased. Open tickets may be purchased when there is a need for flexibility. Flights within UK and Europe should all be economy fares.

Private transport (car, van, motorcycle or bicycle)
Cars and vans	42p per mile
Motor cycles	24p per mile
Bicycles	20p per mile

For longer journeys, please compare your claim to the price of an equivalent standard class rail fare and claim the cheaper of the two amounts.

Passengers
Where a speaker shares their vehicle with another speaker making the same trip, Inland Revenue guidelines allow the vehicle owner to claim a tax allowance of an additional 5p per mile for each passenger carried – but this will not be paid by the Conference as expenses. Any claim must be made through the individual's tax return.

Taxi
If direct route public transport is available and safe to use, this is the preferred option. If public transport or private car is not an alternative, or not appropriate, you may claim for actual taxi fares, subject to providing receipts. Taxi fares will normally be reimbursed in full.

Bus/tube
Actual fares will be reimbursed. Please present a receipt.

Other
The Conference will reimburse car parking at a station or airport but will not reimburse congestion charges or parking fines. Airport car parking should be in long term car parks unless flying to and from Glasgow in one day (and therefore not staying overnight). The Conference is not permitted to reimburse the cost of any gifts, meals etc provided to family or friends in exchange for transportation. The Conference will not reimburse subsistence claims.

4. Conference Dinner
Available for all speakers and additional guests, tickets can be purchased via the registration site. Tickets are not yet on sale but you will be informed when ticket sales open.

5. Locum Expenses – Doctors only
Please note, speakers will not be offered locum expenses to attend the conference.

6. Speaker Fees
Speaker fees will not be paid.

7. Receipts
All claims for expenses must be accompanied by relevant receipts. The Conference is unable to reimburse any claims submitted without supporting documentation

CLAIMING EXPENSES

All claims must be submitted to the Conference Organiser after the event and no later than Friday 8th November. Failure to submit claims within this period will normally result in non-payment of expenses.

An expenses form accompanies this pack, and can be found on the last page. Complete the form and return it to rcgp@haymarket.com with the subject line "RCGP AC 2019 Speaker Expenses"

If your package differs from the above, please ensure you include details of the agreement to avoid delays in payment.

The conference reserves the right to query and refuse to pay expenses outside of those agreed with any individual.

TRAVEL & ACCOMMODATION
Liverpool is accessible from all parts of the UK, Europe and the rest of the world. Road, rail, air and sea routes bring you within minutes' walking or driving distance from ACC Liverpool. There is ample parking on site if you come by car. To start planning your travel visit the ACC Liverpool website.

Our official housing partner, Inntel, has secured accommodation at preferential rates in a number of hotels ranging in cost, all within a short distance of the ACC Liverpool.

To book accommodation click here

All rooms are held on an on-line system, allowing you to book and secure your own accommodation. If you require any assistance with your reservation or wish to book 9 or more bedrooms per night, please contact Inntel and request to speak with the groups desk, giving RCGP 2019 as your reference on 0844 847 5501 or email group.bookings@inntel.co.uk.
We recommend booking your hotel as soon as possible to avoid disappointment as other events are taking place during this time.

YOUR SESSION DETAILS

If you have any questions about the content of your session, whether you need to prepare slides, the length of time dedicated to Q&A etc, please speak with your session lead.

At 10, 5 and 2 minutes before the end of the session, a member of the organising team will hold up a countdown sign at the back of the room. Please ensure your session finishes on time. Rooms need to be cleared for the next session.

BIOGRAPHY & PHOTO

Please upload your 100 word biography and head shot (file size min 500kb) during the registration process. You can log back into your registration at any time via the link in your registration confirmation email. Alternatively please email your details to rcgp.speakers@haymarket.com.

PRESENTATION PRODUCTION GUIDELINES

Presentations should be supplied as a Microsoft PowerPoint presentation created in 4:3 format. Whilst earlier versions of Microsoft PowerPoint are supported it is recommended that presentations are supplied in versions Microsoft PowerPoint 2010 or later.

 **All speakers at the 2019 conference will need to include a slide at the start of their presentation detailing any potential conflicts of interest, financial or otherwise, that could influence, or be perceived to influence, the content. Please give details of any potential conflicts of interest that you could have as a speaker in this session.

Graphics, written or tabular material must be of adequate size to be clearly visible to all delegates, even at the back of the hall. In general, text should not exceed 5-6 lines of bold print containing 6-7 words per line.

If a larger amount of information needs to be presented, it should be split into several slides. When choosing fonts for your presentation ensure these are supported by Microsoft office. If a non-standard font is used within a presentation this will result in a substitute font being inserted by PowerPoint. This will at best make your presentation look a little odd and at worst unreadable.

Slides are easier to read when there is a high contrast between the text and the background (e.g. white/yellow letters on a black/dark blue/dark green background). Avoid using black text. Essential information should be large and bold.

Make sure that the slides are not too crowded. As a guide, stand back ten times the screen width and read the slides. Line graphs and simple drawings are more effective than tables of figures. Slide transitions should be simple and consistent.

Ensure that any movie or sound files are included with the presentation on the memory stick. There may be compatibility issues when running a PowerPoint for Mac Presentation on a PC and Apple Keynote Presentations must be converted to a PowerPoint Format. It is advisable to try the PowerPoint presentation on a PC prior to the conference.

SLI.DO - A SESSION ENGAGEMENT TOOL

Audiences increasingly ask for more engagement with speakers and sessions. To help facilitate this, the conference will be using a session engagement tool called Sli.do which allows delegates to take part in polls or submit questions throughout the session.

If you wish to use Sli.do to run polls or take questions from the audience, please confirm to rcgp.speakers@haymarket.com no later than Monday 2 September. If you only wish to use it to take questions for the audience, you do not need to provide any further details.

If you wish to use Sli.do to run polls you will need to provide your questions no later than Friday 27 September. You should email a copy of your presentation and the questions to rcgp.speakers@haymarket.com to ensure we set up the questions correctly. We are unable to add images to the poll. If the audience need to study images to answer the question, your presentation slide will remain on screen whilst the question is on their mobile device.

ON SITE AT THE EVENT

Venue Address: ACC Liverpool, Kings Dock, Liverpool Waterfront, Liverpool, Merseyside, L3 4FP

ON ARRIVAL

Registration opens
17:00 - 19:00 hrs   Wednesday 23 October
08:00   Thursday 24, Friday 25 & Saturday 26 October

On arrival to the ACC Liverpool you should proceed to the Speaker Desk, located on the right hand side of the foyer. You will receive your personal conference badge, which we ask you to wear for security.

A member of the team will direct you to the Speaker Preview Room. If you have specific questions regarding your session, please speak to Speaker Registration Desk personnel.

SPEAKER PREVIEW ROOM

All speakers should visit the Speaker Preview Room at least 2 hours prior to the start of the session they are participating in, or the day before an early session. You will not be able to preview your presentation in the conference room ahead of your session.

The Speaker Preview Room will be located on the 1st floor. Signage will be identifiable in the registration area and a member of the team will instruct you to visit the Speaker Preview Room upon collection of your badge.

Speakers who do not require the use of audio-visual aids should still check in with the technicians in the Speaker Preview Room so that this can be noted.

Speaker Preview Room staff will assist in checking presentations and will instruct Speakers on the use of the audio-visual controls and set-up within the session rooms. If speakers have any doubts about procedures, they can seek advice from the technical staff within the Speaker Preview Room.

PROJECTION & AV FACILITIES

Large screen data projection facilities are available in each session room. All screens provided will be 4:3 format. Each session room is equipped with a laptop running Windows 10, with PowerPoint running Office 365. This is backwards compatible with previous versions of PowerPoint.

Please do not bring any other presentation formats as we cannot guarantee that the software will be installed on the system. Speakers are not permitted to use their own Computers, Tablets or Phones for their presentations, as there is insufficient time between papers to connect and disconnect individual devices.

Please contact us if you are unable to provide your presentation for use on a conference laptop.

It is essential that presentations be checked in the speaker room as early as possible to ensure compatibility with the hardware provided.

Each conference room will have a mic at the lectern. Please contact us if you plan to move around during your presentation and require a lapel mic. For panel discussions, handheld mics will be provided.

EXPENSES FORM

Royal College of GP's Annual Conference
℅ Haymarket Media Group
69 London Road Twickenham
TW1 3SP

Event: RCGP's Annual Conference 2019 **Date of claim:**	
Name:	
Address:	
Phone: Email:	
Unique reference number (if you wish to include one):	
VAT number (if applicable):	

If your claim includes agreed allowances outside of the standard speaker package, please enter the details here:

ITEM - *Please details each receipt item here - expenses can only be reimbursed with an accompanying receipt. Please attach your receipt(s) to your form*	AMOUNT - *Include £ / € / $*
TOTAL	

BANK DETAILS

Name of bank:	Name on account:
Account number:	Sort code:
IBAN:	
Swift Code:	
Haymarket Use Only:	
Requisition No.:	PO No.: