



# BSAS 2026

## ABSTRACT AND INVITED SPEAKER GUIDELINES



Shaping the future of  
**ANIMAL SCIENCE**

# Invited and Abstract Presentation Guidelines

## The Session

- You will be introduced to the session chair closer to the conference. If you have a particular question that you would like the chair to ask after your presentation then please discuss this with them and send to the chair prior to the conference
- There will be a session assistant who will be responsible for the operation of the session, assisting the chair and will be on hand to solve any technical issues that may occur
- To ensure that the conference runs to the programme schedule, presenters are required to comply with their allotted time. If you overrun, your opportunity for Q&A will be reduced accordingly and you may be asked to stop presenting before you have completed your presentation

### Allotted times:

- Invited Speaker – allotted time will be specified in your confirmation email
- Abstract Speakers – 10 minutes (8-minute presentation & 2-minute Q&A)

## Requirements

- All presentations are assumed as "in-person" at the venue. If you cannot attend, for whatever reason, you must notify the conference operations team as soon as possible via email on [bsasconference@abbeyuk.com](mailto:bsasconference@abbeyuk.com).
- All authors are required to purchase a conference ticket no later than 31 January 2026.
- Use the link in your abstract notification email to begin your registration. This link is unique to you.
- Your presentation abstract should be uploaded via the submission portal to ensure inclusion in the conference proceedings. Please follow the [abstract guidelines](#).
- Please bring the final version of your PowerPoint presentation, on a USB stick, with you to the conference. The operations team at the registration desk will guide you to the speaker presentation facility to upload your slides.
- All presentations must be uploaded at least two hours prior to the start of your session (not your presentation time).

# Invited and Abstract Presentation Guidelines

## During your presentation

- You must make sure you are in the session room at least 15 minutes before the session (not your presentation) starts. During this time, you will have an opportunity to meet the chair, session assistant and other speakers.
- The session chair will introduce the session, your presentation and will host the Q&A
- The session assistant will be able to assist speakers and delegates with any technical issues they may encounter. They will also assist the session chair.

## Q & A

- The chair will begin the Q&A following your presentation
- We recommend that speakers prepare one question that they would like to be asked following their presentation and give this to the session chair prior to the conference commencing

## Contact

The main point of contact prior to the conference will be :

[bsasconference@abbeyuk.com](mailto:bsasconference@abbeyuk.com)

## Please note:

You may be contacted by BSAS prior to the conference for further information to promote your presentation

## After the conference

- Some sessions may be recorded and made available to delegates on the BSAS website following the conference and potentially made available as chargeable on-demand
- Recordings and/or screenshots of your presentation may be used in BSAS marketing material
- Please email [bsasconference@abbeyuk.com](mailto:bsasconference@abbeyuk.com) if you object to BSAS using your presentation following the conference

## Conference Proceedings

- Invited speakers are required to submit a one-page abstract/summary of their presentation, which will be included in the conference proceedings 'animal – science proceedings'. If you have not done so already, please provide this by 31 January. These should be submitted via the instructions outlined in your speaker invitation email.

# Invited and Abstract Presentation Guidelines

## PowerPoint/Slide Design

- Presentations may only be submitted as PowerPoint. No other audiovisual layout (e.g., slide, video, or overhead) or software is permitted
- Please note that you cannot present from your own laptop or USB in the session rooms
- All presentations will be pre-uploaded for the session you are speaking in so that your presentation slides are ready to play
- All slides are to be in a 16:9 Aspect Ratio. The presentation MUST be in widescreen 16:9 ratio to work with the format of the projector screens. This can be amended in PowerPoint by changing the Slide Size on the Design ribbon. Review each slide as you may need to adjust text around graphics or font sizes after resizing
- Keep your presentation as simple as possible to avoid hardware or software conflicts
- Audio and video files, animated text, slide transitions, animated figures, superscripts, and subscripts cause most of the problems
- If you must embed video files, .mpg, .mpeg, or .wmv formats are more likely to be compatible. Other formats may not play properly
- Prepare your presentation as a single file to run on PC, as a Microsoft Office PowerPoint presentation format file.
- Save your file as a normal PowerPoint file(.pptx)
- Do not save your file as a PowerPoint Show (.ppsx) file. For security reasons, we cannot accept macro-enabled files (.pptm or ppsm)
- All presentations must run on Windows operating system. Conference computers will run on Windows. Please create your presentation in PowerPoint for Windows. If you use PowerPoint for Mac please test it on a Windows computer before submitting
- Conference organisers will pre-load all presentations onto conference computers. Presenters will NOT be allowed to use their own laptop computer. Apple computers will NOT be available
- Arrive for your session 15 minutes prior to the beginning of the SESSION (not your presentation). Meet the session chair and audiovisual volunteer. Become familiar with the room and with the operation of the 'forward' button for your PowerPoint presentation prior to your presentation
- Please note: failure to follow the slide design guidelines may result in technical issues during your presentation, which BSAS cannot be held responsible for. We strongly recommend you arrive with enough time to ensure your slides run on the session laptop.