

Pharmacy Education Conference 2021

“The digital switch” – a virtual conference

September 15th – 17th 2021

The Pharmacy Education Conference will be held over 3 days in September 2021. The conference philosophy in ongoing uncertain times is one of access and inclusivity for all delegates. For this reason, delegates will be able to participate in real time (synchronously) by joining one or all of the scheduled events delivered via the Zoom platform, or by participating at a time of their choosing (asynchronously) via our conference blog, where all recordings and abstracts will be located.

All authors are being asked to provide either a poster or pre-recorded oral presentation (please refer to your personal email instructions) which will be uploaded to the Pharmacy Education Conference blog, to allow delegates to view your work at their leisure, both during and after the conference. Additionally, you will be asked if you would like to take part in our live research and innovation snapshot presentations which will be taking place during the conference from 1230 – 1330 each day. We appreciate that not all authors will be able to participate, but if you are able to, it provides you with an opportunity to give an overview of your work which will increase the number of visits to your poster or presentation on our blog.

Please refer to our guidance below, for each of the presentation formats – poster, oral presentation and optional research and innovation snapshot.

1. Poster presentations

Please follow these instructions if you have been asked to prepare a poster.

Please email your final poster to pharmacy.conference@manchester.ac.uk no later than Thursday 9th September 2021.

- Posters can be prepared using a variety of applications such as PowerPoint or Publisher.
- Posters should be easily read on a computer screen, with the title displayed in block capitals at the top of the poster. The names of the author(s) and the institution(s) of origin should be displayed immediately beneath the main title.
- Contents should contain the study objective/s, methods, results (if applicable) and conclusions.
- All contents should be simple and not overburdened with detail – minimising detail maximises information transfer.
- Posters should be presented in landscape to optimise online viewing and occupy a single slide / screen.
- You may email your poster to us as a .ppt, .pptx, .pub or pdf file. If your document size is too large to be emailed, you may share it with us via a document sharing application such as OneDrive or Dropbox. Please email us to let us know that you have shared your poster with us in this way, so that we know to retrieve it.

2. Pre-recorded oral presentations

Please follow these instructions if you have been asked to prepare an oral presentation. Please email details of your final oral presentation to pharmacy.conference@manchester.ac.uk no later than Wednesday 8th September 2021.

Oral presentations should be prepared in advance of the conference as an MP4 file using PowerPoint or another suitable programme, if supported by your organisation. We recommend PowerPoint because single slides can be re-recorded if required, meaning that mistakes made whilst recording are easily rectified and don't require you to start again from the beginning. Your oral presentation should last **no more than 10 minutes** and we suggest a maximum of 12 slides. We are not using a PowerPoint template but ask that you consider the font size and colour scheme you use to ensure your work is readable on a computer screen. We will be using YouTube to host all pre-recorded oral presentations but they will be unlisted, meaning that they will not appear in an internet search (and can only be viewed via access to the hyperlink hosted on the Pharmacy Education Conference blog). You can choose to share either your MP4 file or a Youtube link with us, depending upon your confidence in publishing videos to YouTube. If you would like us to publish your MP4 file to YouTube, please share it with us via a document sharing application such as OneDrive or Dropbox. Please email us to let us know that you have shared your oral presentation MP4 file with us in this way, so that we know to retrieve it. Further instructions for recording and publishing via YouTube are provided in the attached file, if needed.

3. Research and Innovation Snapshots (optional for all authors)

Please follow these instructions if you have chosen to take part in a research and innovation snapshot session. Please email your final slide to pharmacy.conference@manchester.ac.uk no later than Friday 10th September 2021.

The research and innovation snapshot sessions will be delivered using PowerPoint. Each presenter will have no more than 2 minutes to give an overview of their work which will serve as an invitation to delegates to visit the conference blog to view the associated oral presentation or poster in full. All snapshots should all be prepared using the conference PowerPoint template (please see attached file) and should be limited to ONE slide only. You may email your slide to us as a .ppt or .pptx. If your file size is too large to be emailed, you may share it with us via a document sharing application such as OneDrive or Dropbox. Please email us to let us know that you have shared your slide with us in this way, so that we know to retrieve it.

On the day of your snapshot presentation, we will be using a single merged PowerPoint presentation for all presenters, so you will not need to share your screen and will only be required to unmute yourself to talk for your allotted 2 minutes when instructed to by the session facilitator.