

# BAUS Annual Meeting

26<sup>th</sup>- 28<sup>th</sup> June 2017

## Scottish Event Campus (SEC)

### Presenter Notes and Media Check In



- Presentation laptops will be provided by ClarkEventsAV in each presentation space / breakout room
- Projection only from laptop (PC or Apple). If you require any other means of playback please contact ClarkEventsAV technical team no later than 16<sup>th</sup> of June 2017, [presentations@clarkevents.uk](mailto:presentations@clarkevents.uk)
- Presenters are required to use the laptops provided by ClarkEventsAV for plenaries and sessions. Please refrain from bringing your own laptop unless by prior arrangement

#### Supported Software:

- Each session/breakout room will be equipped with an Intel i5 or i7 processor Dell laptop running Microsoft Windows 10 and Microsoft office 2013
- We are also supporting AppleMac computers using Keynote software. These will be available in Media Check and can be supplied to sessions/breakouts with prior arrangement with the media check-in staff. Please inform the organiser prior to arrival.
- Presentation software supported will be Microsoft PowerPoint 2010 for Windows or Keynote for Apple computers. If you are using other software like Presi or similar, please contact the ClarkEventsAV Technical Department prior to the event on [presentations@clarkevents.uk](mailto:presentations@clarkevents.uk)

#### Media Check In Area:

This area will have a number of laptops where speakers can amend their presentations for any last minute changes if needed.

Once the presentations are amended, please present yourself at the Check-in tables where your presentation will be uploaded by one of our technicians.

**Media Check-in area will be in the Leven Room on the first floor of the Scottish Exhibition Centre:**



## **Presentations**

For presentations in the **Lomond Auditorium** and **Hall 1**, all presentations and media to be checked in at the Media Check in area. Please **DO NOT** take media directly to the presentation room.

If you are presenting at a Teaching Course in **Carron 1 or Carron 2** you can take your presentations directly to the rooms on a USB stick or on your own laptop rather than checking it in if you prefer.

- Speakers should bring their presentations saved preferably on a USB memory Stick. If you require the use of an Apple computer and Keynote please notify media check-in staff as soon as you arrive so we can ensure one is made available for your session.

- Compile your presentation in one folder naming it with the day you are speaking, time, and surname.

**TUES 1040 CLARKE**

Please ensure that any video or audio files that are part of the PowerPoint presentations are also saved as separate video/audio files on the USB memory stick along with the presentation.

Please note the only formats for video permitted are .wmv, .mpeg and .mov.

Please create a folder with all the content of the presentation.

- All presenters should have their presentations checked in at the Media Check-in **at least 2 hours** prior to start of their presentation.

*The Media Check-in technicians will check the presentation for compatibility and will load it on to the network.*

*The Media Check-in technicians will advise the speakers on the use of the presentation equipment and AV set up in the session rooms. Attending the Media Check-in Room will ensure that your presentation will run as smooth as possible.*

- If you require any extra playback requirements (dvd player, ipad...) or for any other queries please contact the ACC technical team no later than **16<sup>th</sup> June 2017** [presentations@clarkevents.uk](mailto:presentations@clarkevents.uk)

If you have any queries about your ePoster presentation, please refer to the separate AV instructions or get in touch with [events@baus.org.uk](mailto:events@baus.org.uk)/020 7869 6950.