



ICC Birmingham • 19-21 June 2023

AV Instructions and Media Check-In

- Presenters are required to use the laptops provided. Please refrain from bringing your own laptop unless by prior arrangement.
- If you require any other means of playback, please contact ClarkEventsAV technical team no later than 25th May 2023, please inform hheald@baus.org.uk.

Supported Software

- Each Hall will be equipped with an Intel i5 or i7 processor Dell laptop running Microsoft Windows 10 and Microsoft office 2017.
- Apple Mac using Keynote software are supported and will be available in Media Check-In and can be supplied to Halls with prior arrangement with the Media Check-In Technicians. Please inform hheald@baus.org.uk prior to arrival.
- We have provided a BAUS 2023 PowerPoint 16by9 ratio template for speakers to use. We highly recommend using this template:

PowerPoint Template – download [here](#)

Media Check-In

- This area will have several laptops where speakers can amend their presentations for any last-minute changes. 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 will be located near Hall 1 and a short walk from the Registration Foyer. Media Check-In will be clearly signed, and all speakers & presenters are required to upload slides via Media Check-In.

Presentations

- All presentations should all be checked in at Media Check-In. **Please DO NOT take presentations directly to the presentation room.**
- Compile your presentation in one folder naming it with: the day you are speaking, time, surname, and room **E.g., TUES 1040 CLARKE HALL 1.**
- 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. Create a folder with all the content of the presentation. Please note the only formats for video permitted are .wmv, .mpeg and .mov.



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- All presenters should have their presentations checked 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 rooms. Attending the Media Check-in Room will ensure that your presentation will run as smooth as possible.

- If you have any queries, please contact BAUS Events or ClarkEventsAV technical team no later than 25th May 2023.
- If you have any queries about your ePoster presentation, please refer to the separate ePoster instructions or get in touch with events@baus.org.uk | hheald@baus.org.uk