



ICC Birmingham • 24-26 June 2024

## AV Instructions and Media Check-In Information

- 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 production, please contact [hheald@baus.org.uk](mailto:hheald@baus.org.uk) no later than 24<sup>th</sup> May 2024.

### 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](mailto:hheald@baus.org.uk) no later than 24<sup>th</sup> May 2024.
- We have provided two BAUS 2024 PowerPoint 16by9 ratio templates for speakers to use. We highly recommend using these templates:

**PowerPoint Template Option 1** – download [here](#)

**PowerPoint Template Option 2** – 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 24<sup>th</sup> May 2024.
- **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](mailto:events@baus.org.uk) | [hheald@baus.org.uk](mailto:hheald@baus.org.uk)**