

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 no later than 23rd May 2025.

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 no later than 23rd May 2025.
- We have provided all speakers with the BAUS 2025 PowerPoint Template (16by9 ratio) for speakers to use. We highly recommend using this template.

Media Check-In – Exchange 8

- 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 in Exchange 8 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 must be checked in at the Media Check-In. **Please DO NOT bring 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 CHARTER 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

- **All presenters should have their presentations checked in at the Media Check-In at least 2 hours prior to the 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 23rd May 2025.
- **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**