

## BSIR APC 2022 Speaker Instructions

Date	27 <sup>th</sup> – 28 <sup>th</sup> April 2022
Venue	Manchester Central Windmill St, Manchester M2 3GX
	Please enter by Charter Foyer Entrance

### AV Facilities

- Please report to Exchange Foyer
- The accepted presentation format is PowerPoint 2016 (Microsoft Office 2016) or newer. This is compatible with previous PowerPoint versions. Please do NOT bring any other presentation formats. Please set your slides to the **16:9 format** as the projection will be in HD.
- Please choose the “On screen show” output within the “slide set up” menu when formatting your presentation.
- All presentations should be on USB compatible flash memory device.
- All presentation media should be clearly marked with session title, presenter, date and time.
- Report to the duty AV technician in Exchange I.
- We strongly recommend that if you intend to use VIDEO clips within a presentation, please send it to the AV technicians a minimum of 48 hours beforehand. General advice is that video clips in WMV format is the most likely to be compatible.

*You MUST inform the BSIR conference office ASAP if you have any additional AV/internet requirements. These cannot be guaranteed and must be discussed beforehand.*

*We look forward to seeing you all in Manchester*