

Please carefully read the following instructions, these will help you to make the most of your conference experience.

Presentations

The time you are allocated has been communicated to you via email and is in the published programme. This is approx. 20 minutes, including time for questions. These timings must be strictly adhered to in order to ensure that parallel sessions keep to time.

Guidance for Speakers

- Your presentation must be submitted to conferences@bohs.org no later than **Monday 11 March 2019**.
- Presentations should be saved as follows “Session 4a Smith 02.04.19 10:30”
- 12-15 slides is advisable. If you wish you can use the conference template [OH2019 Slide Template](#).
- All written material must be of adequate size to be clearly visible to all delegates.
- Presentations **cannot** suggest commercialism.
- Please bring a copy of your presentation (including any embedded files) on a USB memory stick to the conference.
- When you register please let the staff know you are a speaker.
- Arrive at your session room in advance of the session to introduce yourself to the Chair. Your presentation **must** run within your allocated time. A time-keeper will be present.
- If you do not want your presentation to be made available online, please let us know at conferences@bohs.org.

AV/Projection Facilities

- **We only support PowerPoint – Please do not bring any other presentation formats.**
- All sessions are equipped with a PC running *Windows 10* and using *PowerPoint 365*.
- We **do not** support *Apple Mac* however if you wish to bring your own MacBook, this can be accommodated.
- The display format must be in a **16:9**
- If your presentation contains video clips (WMV, AVI, Mpeg1 or Cinepak formats only), you must supply the video as a separate file. If video files are not supplied, they **will not play**.
- A laser pointer/PowerPoint clicker will be available.

If you have any questions or concerns about your presentation, please contact:

Neil Sayer – Istead AV www.istead.co.uk

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**If you are unable to present at the conference, please contact the conference team on
01332 250713 or email conferences@bohs.org**