

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

## Workshops

Please check the programme for details of the time allocation for your workshop. These will usually be 90 minutes. Workshops should differ significantly from oral presentations in their aims and how they are run. We strongly encourage the use of interactivity to increase audience participation. Furthermore, if you are inviting the views of the audience and substantial discussion/debate, please allow sufficient time for this. Session Chairs are not usually provided for workshop sessions, as these tend to be more informal, let us know if you would like a Chair.

## Guidance for Speakers

- Your presentation must be submitted to [conferences@bohs.org](mailto:conferences@bohs.org) no later than **Monday 11 March 2019**.
- Presentations should be saved as follows "Session 4a Smith 02.04.19 10:30"
- 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](mailto: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 of concerns about your presentation, please contact:

**Neil Sayer – Istead AV** [www.istead.co.uk](http://www.istead.co.uk)

**M: 07970 609645**

**E: [neil@istead.co.uk](mailto:neil@istead.co.uk)**

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