Session & Speaker Information Pack

Accurate as of 16 January
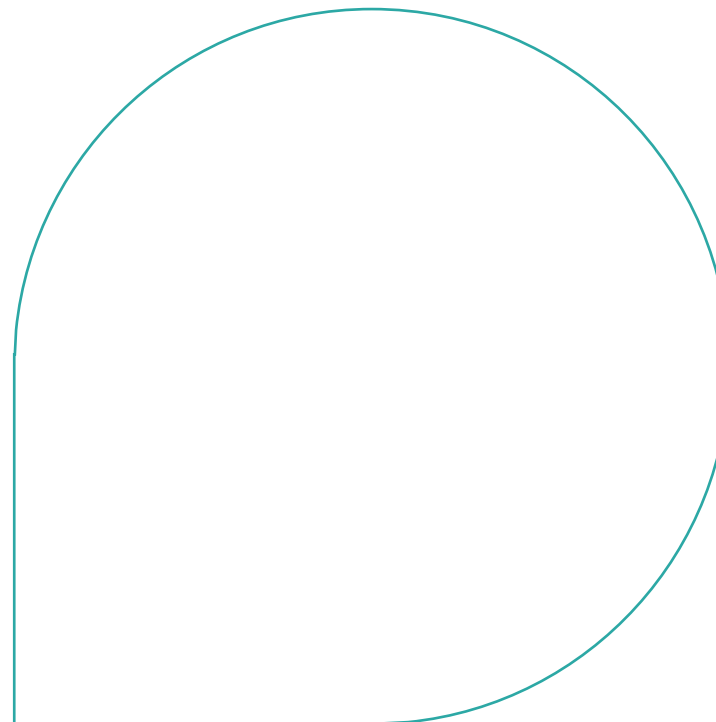
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Thank you for joining us as a speaker at Bett 2023

Here's some useful information to prepare you for your speaking engagement onsite

- Registration
- Speaker Lounge
- Theatre FAQs
- Presentation FAQs

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Speaker Registration

All speakers are required to pre-register for their Bett badge.

Your badge details will be emailed to you two weeks ahead of the show.

You are very welcome to bring colleagues, friends and guests to Bett 2023, and they can register for their visitor pass here.

Please note, if you are bringing any school groups under 18 years of age, you will need to register them online ahead of the show. Please contact the content team for further details.

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Speaker Milestones

Milestone	Start Date	Due Date
Session forms and speaker details forms to be returned to Bett	16/12/2022	16/12/2022
All AV requirements to be briefed to Bett content team	27/01/2023	27/01/2023
Briefing calls conducted (if required) with Bett content team	06/02/2023	24/02/2023
Draft presentations to be shared with Bett content team	24/02/2023	10/03/2023
Deadline to confirm data scanning onsite at Bett	01/03/2023	01/03/2023
Deadline for all speakers to have registered to attend the show	03/03/2023	03/03/2023
Deadline for all presentations to be uploaded to Dropbox	5pm GMT 27/03/2023	5pm GMT 27/03/2023

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Speaker Lounge

The Speaker Lounge is an exclusive area for all Bett speakers and moderators.

The Speaker Lounge is located in the foyer area outside the ICC Auditorium. You can find this closest to the Prince Regent entrance of the ExCeL Centre.

We would ask for you to report to the Speaker Lounge on the day of your session **at least one hour before** your scheduled session time to check in with the team, upload your presentation, check your slides and receive a final briefing from the Content Team.

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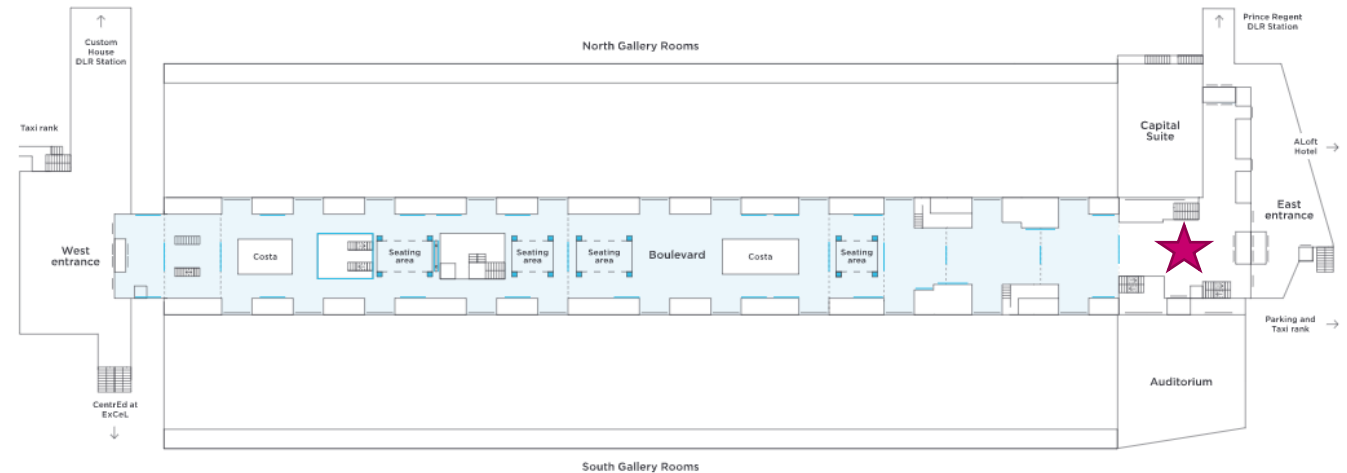
Speaker Lounge

If there are any problems or issues related to speakers or sessions onsite, including:

- If a speaker is running late

- If a speaker is unwell and cannot make their session

- Presentation update

- Session update on the website or app

- Last minute AV request

Please share these updates directly with the Content Team stationed in the Speaker Lounge and we will work to find solutions ASAP.

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Theatre FAQs

	The Arena	Leaders @ Bett	Teaching & Learning	Esports	Tech in Action	Bett Academy Live	Global Showcase	Futures
Is there a lectern for me to present from?	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes
Is there an autocue?	Yes	No	No	No	No	No	No	No
Will my session be recorded?	We will be filming selected sessions across Bett this year. Sessions that are recorded will appear on our website and socials during 2023-2024. If you would like to know if your session is being recorded, please contact the Bett content team.							
Can I arrange for my session to be recorded by a colleague?	Yes – as long as this doesn't interfere with Bett's technical set up. For panel discussions you will need to get permission from the entire panel before you start filming.							
Can I use interactive Q&A or set up a poll?	Yes – Sli.do will be set up for this stage and we will have an iPad to display questions	Yes – Sli.do will be set up for this stage and we will have an iPad to display questions	Yes – Sli.do will be set up for this stage and we will have an iPad to display questions	Yes – Sli.do will be set up for this stage and we will have an iPad to display questions	No	No	No	No
Will someone introduce me on stage?	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage	No	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage	We will have a dedicated theatre host who will welcome you onstage
How many people will be in the audience?	Approx. 800	Approx. 180	Approx. 250	Approx. 75	Approx. 100	Approx. 100	Approx. 50	Approx. 75

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Presentation FAQs

	The Arena	Leaders @ Bett	Teaching & Learning	Esports	Tech in Action	Bett Academy Live	Global Showcase	Futures
Do I need to bring my laptop or device with me?	No - You do not need to bring a device but please ensure you share your PPT with us ahead of the show as requested.							
Can I use my own laptop or device for my PPT?	Yes – please bring an HDMI or mac adapter for your laptop or device with you							
Do you have a PPT Template	Yes – we'd be delighted to share a PPT template with you. You can find this on the Speaker Resources page.							
Do I have to use your PPT template?	No – but please ensure your presentation is in .ppt format (not .pdf) and in 16:9 widescreen format. Please remove any settings which automatically advance your presentation slides as there will be a clicker available. If you have any non-standard fonts in your presentation, please upload and label these fonts when you upload your presentation.							
How do I share my PPT with you?	We will provide a dropbox link prior to the show which will be open until **5pm GMT 27 March 2023**. You can also bring your presentations to the Speaker Lounge onsite.							
Will I be able to see my slides on a comfort monitor?	Yes – we will have three available	Yes – we will have one available	Yes – we will have one available	No	Yes – we will have one available	Yes – we will have one available	Yes – we will have one available	Yes – we will have one available
Can I play videos during my PPT?	Yes – please ensure that these are shared with us as separate files and do not require the internet to play. Please ensure all videos are .Mp4 format with .h264 codec							
Can I access the internet during my PPT	Yes – there will be limited internet accessibility, but we would not recommend downloading or streaming videos or audio files. If you need to access the internet during your presentation, **please do let us know in advance**.							

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General Theatre FAQs

- No **translation** services are available for the stages

- **Live captioning** will take place in all theatres. Further information available upon request.

- We will be cleaning all lecterns, microphones and equipment in between each session to ensure our stages are **COVID-safe.**

- No **brochures, flyers and seat drops** can be given out post-session as per our ESG and COVID-safe policies. We would encourage the use of QR codes to direct the audience to additional resources.

- No **attendee data** will be shared with you unless previously agreed and arranged with the Bett Team. You can purchase a license to collect attendee data through our client engagement team.

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Travel & Accommodation

- Speakers are required to book and plan their own travel and accommodation for Bett. We have negotiated for special discounted rates for attendees at a wide range of hotels across London for you to take advantage of.

Directions to the ExCeL Centre

By train: DLR services: Custom House and Prince Regent. Elizabeth Line services: Prince Regent. This year, we are now based in the East wing of ExCeL London and the closest stop to Bett is the Prince Regent station. ExCeL is approximately 20-minutes walking distance away from Canning Town underground station. The DLR and Jubilee Line can be connected from multiple Overground lines such as Stratford, Canada Water, and Shadwell. It's also possible to join the Overground and travel to ExCeL London from Euston station.

By car: Parking is available on a first come, first served basis, using pay and display. If you are travelling to ExCeL London by road please use postcode E16 1XL to find us.

By plane: London City, Gatwick and Heathrow Airport are the nearest airports to the venue.

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