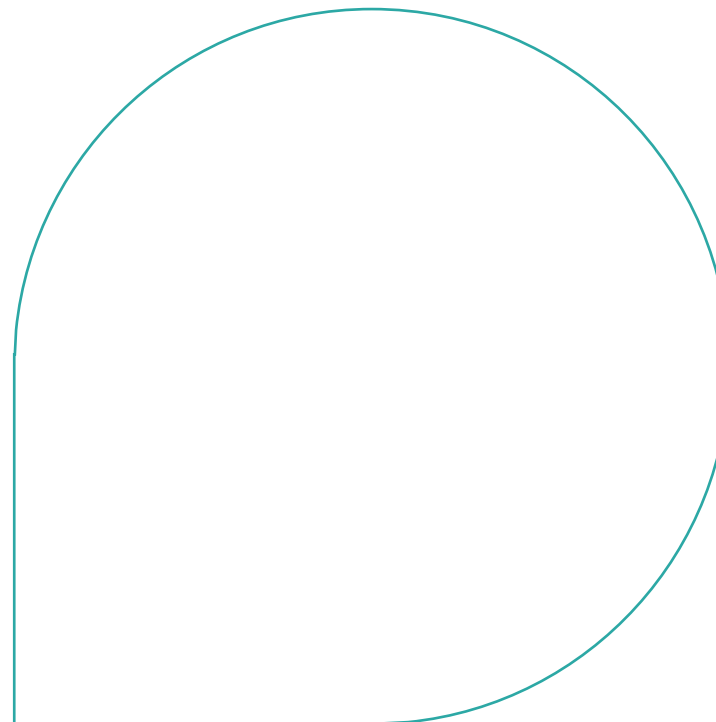


Session & Speaker Information Pack

Accurate as of 16 January



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

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.

Speaker Milestones

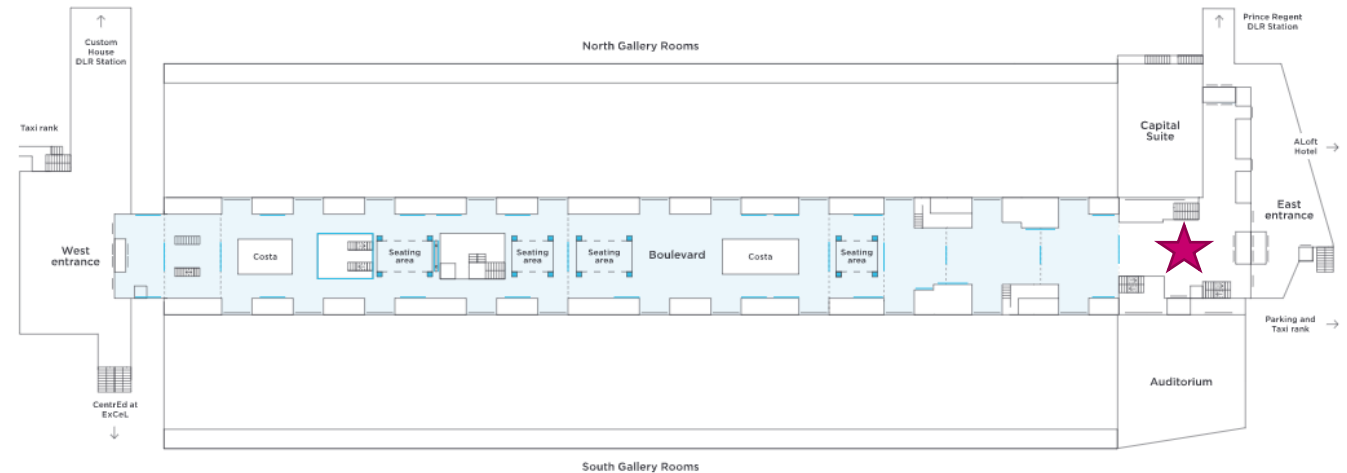
| Milestone | Start Date | Due Date |
|---|--------------------|--------------------|
| Session forms and speaker details forms to be returned to Bett | 16/12/2022 | 16/12/2022 |
| All AV requirements to be briefed to Bett content team | 27/01/2023 | 27/01/2023 |
| Briefing calls conducted (if required) 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 |

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.



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.

Theatre FAQs

| | The Auditorium | The Sandbox | The Collaboration Space |
|---|---|--|-------------------------|
| Is there a lectern for me to present from? | Yes | Yes | Yes |
| Is there an autocue? | No | No | No |
| Will my session be recorded? | We will be filming selected sessions across Ahead by 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 Ahead by 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 | No |
| Will someone introduce me on stage? | Yes | Yes | No |
| How many people will be in the audience? | 100 | 100 | 40 |

Presentation FAQs

| | The Auditorium | The Sandbox | Collaboration Space |
|---|---|-------------|---------------------|
| 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 – you can download a PPT template on our 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 | | |
| 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 two available | No | No |
| 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 | | |
| 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 . | | |

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.

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.

Bett Content Team

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