

# Session & Speaker Information Pack

Accurate as of 3 January 2024



# **Our mission for Bett 2024**

**To make an impact on the lives of teachers and learners by helping them to be better users and buyers of technology**

Thank you for joining us as a speaker at Bett 2024

This pack contains useful information to help you prepare for your talk and contains details on:

- Registration
- Onsite information
- Theatre FAQs
- Presentation FAQs



# Bett Milestones

Milestone	Start Date	Due Date
Session forms and speaker details forms to be returned to Bett	Due now	Due now
All AV requirements to be briefed to Bett content team	07/12/2023	05/01/2024
Briefing calls conducted (if required) with Bett content team	07/12/2023	15/01/2024
Draft presentations to be shared with Bett content team	07/12/2023	15/01/2024
Deadline to confirm data scanning onsite at Bett	07/12/2023	05/01/2024
Deadline for all speakers to have registered to attend the show	07/12/2023	08/01/2024
Deadline for all presentations to be uploaded to Dropbox	<b>5pm GMT 07/12/2023</b>	<b>5pm GMT 22/01/2024</b>

# Theatre FAQs

	The Arena	Teaching & Learning	Esports	Tech in Action	Global Futures	Ahead Auditorium	Sandbox	
Is there a lectern for me to present from?	Yes	Yes	No	Yes	Yes	Yes	Yes	
Is there an autocue?	No	No	No	No	No	No	No	
Will my session be filmed?	All sessions on the Arena will be recorded. If you do not wish your session to be recorded, please let us know.	Filming of sessions across theatres will not take place this year. However, we will have a film crew on site that will capture shorter segments of footage, to be used on our website, in marketing and on socials during 2024-2025 so you may have a film crew visit your theatre whilst you're talking. If you do not want to be filmed, please let the Content Team know by Friday 5th January.						
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, please refer to the Filming Guidelines document on the Speaker Resources page. 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. Please refer to the Slido Guidelines on the Speakers Resources page and share your requirements with the Content Team by Friday 5th January.							
Will someone introduce me on stage?	Yes – this theatre has a theatre host			No	Yes – this theatre has a theatre host			No
What is the capacity of this theatre?	1000	300	120	100	100	90	75	



# Presentation FAQs

	The Arena	Teaching & Learning	Esports	Tech in Action	Global Futures	Ahead Auditorium	Sandbox	
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, although it is preferable that you use the theatre's existing AV set up. However, if you wish to bring your own device, please ensure you bring a HDMI or mac adapter to ensure it will be compatible with our AV set up.							
Do you have a PPT Template	The Arena screen is a custom size of 8000x1600px. We have created a template ppt slide for your use. If you wish to use a 16:9 slide you are welcome to but it won't fill the screen.	Presentations across these feature (excluding The Arena) are in a standard 16:9 format so we do not need to provide a custom template . 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?	Please upload your presentation, along with any other files/assets you plan on using in your session (eg audio and video files, font files) via this link <a href="#">here</a> . This box link will be open until 22 <sup>nd</sup> January 2024. You can also bring your presentations to the Speaker Lounge at least one hour ahead of your talk starting.							
Will I be able to see my slides on a comfort monitor?	Yes	Yes	No	Yes	Yes	Yes	Yes	
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							

# Speaker Registration

All speakers are required to pre-register for their [Bett badge](#) by **Monday 8th January**

Please select the ticket type that best matches your job title. We will add a 'Speaker' label to your badge once you have registered, which will be visible upon printing. Your badge details will be emailed to you within one two weeks ahead of the show.

You are very welcome to bring colleagues, friends and guests to Bett 2024, and they can register for their visitor pass [here](#).

If you are speaking on behalf of a company, please contact the Content Team, so we can provide you with a registration code for a free ticket.

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 using this [link](#).

You're able to print your badge at home and collect a lanyard and badge holder on site. There will also be a Speaker registration desk located in hall S14 where you can print your badge on arrival.

# Presentation

If you're creating a presentation for your session, consider accessibility when designing it. Here are some tips for making sure everyone will be able to enjoy your session:

- Make sure text isn't too small or close together.
- Avoid using italics where possible.
- Ensure that there is a strong contrast between text and background. Avoid contrasting red and green as these colours can be difficult for those with colour blindness to distinguish.



# Speaker Lounge

The Speaker Lounge is an exclusive area for all Bett speakers and moderators. We will have a dedicated team at the Speaker Lounge to help you check in and address any queries.

Please report to the Speaker Lounge on the day of your session, **one hour before** your scheduled session time. Our team will check you in and introduce you to the AV support team to check your presentation slides. You will then be taken to your theatre 20 minutes before you are due on stage.

Please also report to the Speaker Lounge if you have 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

The Speaker Lounge is located at the back of the South Hall at stand number SK80.

# General Speaker FAQ's

- ❖ Please do not bring brochures, flyers or seat drops. We are keen to reduce the amount of paper and waste onsite and are keen to encourage the use of QR codes, embedded in your presentation, to direct the audience to additional resources.
- ❖ There will be an AV team, Theatre Manager and Theatre Assistant to support you in each theatre.
- ❖ Please ensure you arrive at the Speaker Lounge an hour before your talk so we can check you in and ensure you have time to review your presentation with the AV team.
- ❖ We will take you to the theatre 20 minutes before you are due on stage.

# 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. As we are located 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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